



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 25 JANUARY 2018

GWYS Y CYNGOR

DYDD IAU, 25 IONAWR 2018,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at Council Chamber - City Hall, Cathays Park, Gorsedd Gardens Road, Cardiff, CF10 3ND on Thursday, 25 January 2018 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 19 January 2018

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship
Integrity | Duty to uphold the law | Accountability and openness

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<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
1	Apologies for Absence <i>To receive apologies for absence.</i>	4.30 pm	5 mins
2	Declarations of Interest <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>		
3	Minutes (Pages 1 - 58) <i>To approve as a correct record the minutes of the previous meeting.</i>		
4	Petitions <i>To receive petitions from Elected Members to Council.</i>	4.35 pm	5 mins
5	Public Questions (Pages 59 - 60) <i>To receive previously notified questions from Members of the Public.</i>	4.40 pm	15 mins
6	Lord Mayor's Announcements <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.55 pm	5 mins
7	Consultation Green Paper - Building More & Better Jobs (Pages 61 - 80) <i>To receive the Consultation Green Paper – Building More & Better Jobs proposed by the Cabinet Member for Investment and Development.</i>	5.00 pm	25 mins
8	Constitution Committee - Recommendations on Council Procedure Rules and Scrutiny Procedure Rules (Pages 81 - 124) <i>Report of the Director of Governance and Legal Services.</i>	5.25 pm	20 mins
9	Appointment of Independent Member of Standards & Ethics Committee (Pages 125 - 126) <i>Report of the Director of Governance and Legal Services.</i>	5.45 pm	5 mins

10	<p>Statements</p> <p><i>To receive statements from the Leader and Cabinet Members</i></p>	5.50 pm	45 mins
Notice of Motion			
11	<p>Motion 1</p> <p>Proposed by: Councillor Graham Thomas</p> <p>Seconded by: Councillor Joel Williams</p> <p>1) This Council notes that there are six community Councils in Cardiff, namely:</p> <ul style="list-style-type: none"> • Lisvane Community Council, • Old St Mellons Community Council, • Pentyrch Community Council, • Radyr & Morganstown Community Council, • St Fagans Community Council • Tongwynlais Community Council. <p>2) This Council recognises the hard work carried out by the members and officials of these Community Councils and notes that many of the participants are volunteers. Without the efforts of Community Councils, a number of local amenities would close and events in these communities would not happen. However, vacancies can sometimes be difficult to fill and there can be a lack of candidates at Community Council elections, risking a democratic deficit.</p> <p>3) This Council also notes that historically over many years, channels of communication between Community Councils and Cardiff Council have been weak or non-existent. This includes notifications to the Community Councils of works proposed on the highway or Community Council involvement in planning applications and a say in best use of any Section 106 monies.</p> <p>4) This Council calls on the Cabinet to, in conjunction with the Community Councils, consider how links could be improved and strengthened. The Cabinet may wish to consider:</p>	6.35 pm	30 mins

	<ul style="list-style-type: none"> (i) If there are areas where services could combine (eg: either the Community Council or Cardiff Council undertaking grass cutting in an area). (ii) Introducing a single point of contact for Community Councils. (iii) How the Community Council Charter can be further embedded within Cardiff Council and how awareness of it can be increased. (iv) Regular liaison between key officials and Community Councils, with those periodically attending Community Council meetings. (v) How the role of Community Councils in making representation on planning applications and section 106 agreements can be enhanced. <p>The Cabinet should bring forward a report within six months.</p>		
Break – 20 mins			
12	<p>Motion 2</p> <p>Proposed by: Councillor Neil McEvoy</p> <p>Seconded by: Councillor Keith Parry</p> <p>This Council notes the proposal to dump 300,000 of mud from outside Hinkley Point Nuclear Power Station in Cardiff’s waters.</p> <p>This Council calls upon the Cabinet to observe Precautionary Principle (PP) as detailed in Article 191 of the Treaty on the Functioning of the European Union. The PP aims at ensuring a higher level of environmental protection through preventative decision-taking in the case of risk. In other words, prevention is better than cure, also called the “preventative principle.</p> <p>Given that there has been no calculation of the potential dosage of radiation from the Hinkley Point material beneath 5cm and also that there were only 5 samples taken at a depth below 5cm, this Council concludes that in the interests of public safety, the Council will pay for independent a thorough analysis of the mud at depth, in consultation with CEFAS and the campaigners behind the petition to the National Assembly for Wales</p>	7.25 pm	30 mins

<p>13</p>	<p>Motion 3</p> <p>Proposed by: Councillor Bablin Molik</p> <p>Seconded by: Councillor Joe Carter</p> <p>This Council notes that:</p> <ul style="list-style-type: none"> • The ‘Trapped in a Bubble’ report estimates that 18% of people feel lonely ‘always’ or ‘often’. This would equate to 62,000 people in Cardiff; • loneliness can be experienced by people of all ages, ethnic backgrounds, abilities and sexual identities; • whilst individual factors play a key role, community and societal factors can contribute to loneliness; • research has found that lacking social connections can be as damaging to our health as smoking 15 cigarettes a day • research commissioned by the Eden Project estimates the cost of social isolation and disconnected communities in Wales as £2.6 billion per annum; • the third sector has a pivotal role in providing support services which help to address loneliness and isolation; • investing in services to prevent loneliness will improve health and well-being and in the long term save money in health and social care budgets and society in general. <p>This Council calls on the Cabinet to:</p> <p>Develop a strategy for tackling loneliness in Cardiff, with consideration given to:</p> <ul style="list-style-type: none"> • Close partnership with third sector organisations; • a range of interventions currently being used elsewhere such as inter-generational living models, befriending services, social clubs and volunteering opportunities; • using the council’s corporate landlord role to allow greater use of local authority facilities by groups that combat loneliness; • encouraging schools, colleges and universities to create a culture of volunteering among their students so as to address the generational gap and encourage engagement and participation. 	<p>7.55 pm</p>	<p>30 mins</p>
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14	<p>Motion 4</p> <p>Proposed by: Councillor Bernie Bowen - Thomson</p> <p>Seconded by: Councillor Saeed Ebrahim</p> <p>This Council notes that:</p> <p>2.6 million women born in the 1950's have had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011. Hundreds of thousands of women are suffering severe financial hardship as a result of how these changes were implemented and communicated.</p> <p>WASPI (Women Against State Pension Inequality) have been campaigning for the government to make 'fair transitional state pension arrangements' for women born in the 1950s. They have emphasised the hardship endured by many women as a result of these changes, particularly as many had little or no personal notification of the changes.</p> <p>The Department for Work and Pensions has confirmed that it did not write to women affected by the 1995 Conservative Government's Pension Act until 14 years later, in 2009. However, these letters were sent to women born up to 5 April 1953 and subsequently halted in 2011 whilst further increases in state pension age were made by the Government. The DWP started writing to women born after 6th April 1953 in 2012, just 2 years before some were due their state pension.</p> <p>These changes affect women in Cardiff. The number of women born in the 1950's affected by the Pensions Acts by constituency is estimated as follows:</p> <p>Cardiff Central = 3,400 women Cardiff North = 5,300 women Cardiff West = 5,200 women Cardiff South & Penarth = 5,800 women <i>(House of Commons Library Estimates, Jul 2017)</i></p> <p>The change in the number of women aged 60+ years claiming Employment Support Allowance (ESA), universal credit or jobseekers allowance (UC or JSA) between Aug 2013 and Aug 2017 by constituency is as follows:</p> <p>Cardiff Central = +440% (ESA) & +50% (UC/JSA) Cardiff North = +440% (ESA) & +100% (UC/JSA) Cardiff West = +430% (ESA) & +150% (UC/JSA) Cardiff South & Penarth = +510% (ESA) & +100%</p>	8.25 pm	30 mins
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	<p>(UC/JSA)</p> <p>The percentage of women aged 60+ years needing to claim ESA or UC/JSA, between 2013 and 2017, has increased disproportionately compared to other age groups and compared to men. Pension age changes are a significant contributory factor to this increase.</p> <p>The significant loss of income to women who were expecting their pensions at 60 will have an adverse effect on our local area. According to WASPI, some women are at risk of losing up to £45,000 as a result of not receiving their pension until they are 66years of age. Women and families affected by these changes will have less disposable income. For some women, they are having to sell their homes, claiming housing support and/or finding they need to claim other benefits to survive. Not all women are able to continue working due to ill health, caring responsibilities for parents and/or grandchildren, redundancy, etc.</p> <p>In response, this Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.</p> <p>This Council further calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.</p> <p>Cardiff Council also commits to supporting women affected by the sudden impact of these unfair transitional state pension arrangements by providing advice and information through the community Hubs and Libraries across Cardiff to help women access all benefits to which they are entitled.</p>		
15	<p>Oral Questions</p> <p><i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i></p>	8.55 pm	90 mins
16	<p>Urgent Business</p>		

Unopposed Council Business			
17	<p>Local Authority Governor Appointments (Pages 127 - 130)</p> <p><i>To approve the recommendations of the Local Authority Governor Panel held on 15 January 2018</i></p> <p><i>Report of Director Governance and Legal Services</i></p>	10.25 pm	5 mins
18	<p>Committee Membership (Pages 131 - 132)</p> <p><i>Report of Director Governance and Legal Services</i></p>		
19	<p>Outside Bodies Appointments (Pages 133 - 134)</p> <p><i>Report of Director Governance and Legal Services</i></p>		
20	<p>Urgent Decision: Instrument of Government - The Welsh Learning Campus (Pages 135 - 136)</p> <p><i>Report of Director Governance and Legal Services</i></p>		
21	<p>Written Questions</p> <p><i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i></p>		

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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 30 November 2017 to transact the business set out in the Council summons dated Friday, 24 November 2017.

Present: County Councillor Derbyshire (Lord Mayor)

County Councillors Ahmed, Dilwar Ali, Bale, Berman, Bowden, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Congreve, Cowan, Cunnah, Davies, De'Ath, Driscoll, Ebrahim, Elsmore, Ford, Goddard, Goodway, Gordon, Henshaw, Gavin Hill-John, Philippa Hill-John, Hinchey, Howells, Hudson, Jacobsen, Jenkins, Jones-Pritchard, Keith Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, McKerlich, Merry, Michael, Molik, Morgan, Naughton, Owen, Jackie Parry, Patel, Phillips, Dianne Rees, Robson, Sandrey, Sattar, Simmons, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

82 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ashgar Ali, Murphy, McGarry, Parkhill, Keith Parry and Singh. The Lord Mayor on behalf of all Members wished Councillor Murphy all best as he recovers at home following major surgery.

83 : DECLARATIONS OF INTEREST

The following declarations of interest were received in accordance with the Member Code of Conduct

Councillor	Item	Interest
Councillor Molik	Item 12 Leader and Cabinet Statements – Statement from Cabinet Member, Social Care, Health & Well-being	Personal interest as employed in the sight loss sector
Councillor Bradbury	Item 18 – Local Authority Governor Appointments	Personal interest as nomination for School Governor position
Councillor Williams	Item 18 – Local Authority Governor Appointments	Personal interest having applied to be a School Governor for one of the vacancies listed

Councillor Boyle	Item 12 Leader and Cabinet Statements – Statement from Deputy Leader & Cabinet Member, Education Skills and employment	Personal Interest as wife is academic lead for Modern Foreign Languages Scheme at Cardiff University
Councillor Taylor	Item 15 – Motion 3	Personal interest as an employee of a charity that campaigns on Air Pollution.
Councillor Carter	Item 15 – Motion 3	Personal interest as an employee of a charity that campaigns on Air Pollution
Councillor Gavin Hill – John	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Lay	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Patel	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Robson	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Sandrey	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Simmons	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council
Councillor Stubbs	Item 15 – Motion 3	As Non-Executive Director of Cardiff Bus appointed by Council

84 : MINUTES

The minutes of the meeting 26 October 2017 were approved as a correct record and signed by the Chairperson.

85 : PETITIONS

The following petitions were submitted: -

1. Councillor Lent – 21 residents of Treharris Street requesting more residents parking.

2. Councillor Burke-Davies – 220 residents opposed to the planning application for Mynachdy Institute on the ward boundary of Gabalfa and Llandaff North wards.
3. Councillor McKerlich – 287 residents of Radyr supporting the a disabled residents request for an additional disabled parking bay on Station Road, Radyr to allow her to be able to park near her place of work.
4. Councillor Naughton – 358 residents against any cuts to the offer and services at Pentwyn Leisure Centre
5. Councillor Molik – 52 residents of Caer Cady Close requesting double yellow lines to be extended and a no through road sign to be placed at the entrance to the Close.
6. Councillor Molik – 34 requesting a 2 hour parking zone on Clearwater Way around the shopping area.
7. Councillor Lay – 248 residents calling on the Council to increase traffic calming measures around Willowbrook Primary School.
8. Councillor Ford – 68 residents calling on the Council to consider traffic safety measures to reduce dangerous driving and speeding on the Ely Road and St Fagans Road in Fairwater.
9. Councillor Ford – 62 residents calling on the Council to consider a one-way system at Fairwater Green due to the number of accidents and dangerous parking resulting in damage to vehicles.

86 : PUBLIC QUESTIONS

Public Question: *from Miss Helen Edwards*

I would be grateful to understand what plans the Council have in place to alleviate the traffic congestion in the city of which there has been a marked increase over the past twelve months to the point that it is now taking me approximately 50 minutes to travel 5 miles from my home in Old St Mellons to my place of work in the city centre?

Reply: *Councillor Caro Wild*

Thank you for your question, and I am sorry to hear it is taking you longer to commute. We are very aware of the frustrations felt by many people living in Cardiff that it is becoming less easy to drive around the city, especially at peak times.

It should be noted that we believe some of the additional congestion around that area and the 'Blooms roundabout' has been caused by the temporary closure of Mardy Bridge, which causes people to head that way to pick up the A48 into the city.

In terms of what plans we have place, I would like to outline the following three areas of work:

- As has been discussed in this chamber at previous meetings and later on the agenda today, I have committed to bringing forward a Green Paper by the end of the financial year on Transport and Clean Air. This will allow a full conversation with residents and stakeholders in Cardiff about the options and possibilities we could consider.

- The Adopted Local Development Plan 2006-2026 includes policies and master planning principles to secure road safety and sustainable travel improvements through the development control process. This will enable walking, cycling and public transport to be increasingly accessible and will support attractive travel choices in order to mitigate the impact of development and to reduce the number of trips being made on the network by private cars. Alongside our LDP, the Council's Local Transport Plan 2015-2020 sets out our priorities for transport investment, including the significant investment that we have made in bus priority measures on Newport Road.
- The Shadow Cardiff Capital Region Transport Authority has also been working on a strategy, alongside the Metro, that identifies priorities to make public transport more accessible for people getting into Cardiff, including a focus on more park & ride sites on the periphery of Cardiff.

It is worth noting that, whilst not always an option for everyone, bus travel from Old St Mellons compares favourably with private car travel in terms of cost and time, and whilst the active travel routes from that area have room for improvement; a growing number of people are enjoying the many benefits of cycling from that area and even farther afield.

Supplementary Question: *from Miss Helen Edwards*

Thank you for allowing me time here today to ask the question and I appreciate the response.

I accept what you say about the bus route but if I could just say in my job I need my car as a requirement for my job so unfortunately cannot take the option of the bus away from me.

I am a Chartered Surveyor by profession, therefore I completely understand the needs of the City to expand and develop, and I would go hand in hand with that and support it.

My concern is and what I would ask is how much is given to the infrastructure before the planning is given and the development takes place, if I could just give an example,

I live in Old St Mellons, we have the Llanedeyrn Village development that's coming on, now I know that there are thoughts that Bridge Road would shut as part of that, fine shut Bridge Road but give us an alternative because at the moment I have one option to get out of my house and its nightmare, to the point that my husband and I are thinking is Cardiff the place we want to be anymore.

What are the infrastructure requirements put in place before the planning for this residential development, which I understand is needed for Cardiff, is given?

Reply: *Councillor Caro Wild*

Thank you I think that is an excellent question, I would reiterate it is not something we are hiding behind, we do recognise the genuine concerns and that it is causing hassle for people. I also reiterate that we recognise that public transport and cycling is not acceptable for everybody.

In terms of your question on the LDP and the infrastructure, it's very difficult for us to get all the money before development is taking place, it's just not how it works in this country as much as we would like to, however there are now all sorts of different trigger points and mitigations that come in on our larger developments that allow us to put in place infrastructure based on the size of the developments.

On that one in particular, when the first 50 houses are built, which I understand is the first trigger point, that will trigger every person that lives there will be given access to a free bus pass, that's just an example, those kind of things are happening now, so it's not that the whole development gets done before we get it, there are trigger points as we go along. There are things in place to mitigate against that.

87 : LORD MAYOR'S ANNOUNCEMENTS

Ronald (Ron) Page - sadly, the Lord Mayor advised that former Councillor Ron Page, Local Councillor for the Heath Ward had passed away on 17 November 2017. On behalf of the Council, the Lord Mayor had written a letter of condolence on behalf of the Council to his daughter and family.

Rohingya Crisis Appeal – Councillor Ali Ahmed had advised that the Bangladesh Association had raised £30,000 to support the crisis appeal. Their target was to raise £40,000 to support the refugees with shelter, clothing and fresh water.

Lord Mayors Charity - The Lord Mayor advised that RSPB Memberships are selling well in the lead up to Christmas and that the RSPB had a stall located at the Christmas Market in the City Centre provided free of charge this year by Cardiff Council.

A Christmas Charity Coffee morning was to be held at the Mansion House on 1 December at 10:00am.

The Annual Councillor and Staff Carol Concert is on Wednesday 20 December at 10.30am in County Hall. All Councillors are welcome to join staff for this festive event that will have a retiring collection for the Lord Mayor's Charities.

In the new year, the Lord Mayor advised that he would be attempting a 2-mile swim at his local pool on the 8th January. To help raise money for his chosen charities RSPB and Bug Life. Many animals and insects find this time of year very challenging and rely more and more on people putting out food and shelter in their gardens, even so many of our favourites like the butterflies, hedgehogs and many garden birds are declining at an alarming rate. The Lord Mayor hoped that Councillors would give generously to reward his efforts.

Foodbank - the Lord Mayor thanked Councillors on behalf of Councillors Thorne and Bowden for their generous contributions to the Christmas Foodbank collection.

Lord Mayor Events.

During November 2017, the Lord Mayor attended a number of Remembrance Commemorations e.g. The RBL Opening Service for the Field of Remembrance at Cardiff Castle where the Lord Mayor planted a Remembrance Cross. The Lord Mayor also attended the RBL Annual Garden of Remembrance event at St. Johns Church and the RBL Wales Festival of Remembrance Service at St. David's Hall on 4th November. The Royal British Legion's annual Poppy Appeal was launched at Cardiff Castle and the Lord Mayor laid a wreath at the Merchant Navy Association (Wales) Remembrance Service commemorating the brave seamen who have died in the service of their country.

The Lord Mayor laid a wreath on behalf of the people of Cardiff at the Wales National Service of Remembrance held at the Wales National War Memorial (cenotaph) on 12th November organised by Cardiff Council and Welsh Government.

The Lord Mayor opened the intelligent Millionaires Network meeting on Tuesday 7th November at the Principality Stadium. Around 50 guests attended the launch of the new entrepreneurship and business networking club.

The Lord Mayor presented neckerchiefs to 8 members of the Lord Mayors Own Guides who have recently joined the unit at the Mansion House on 6th November. The Lord Mayors Own Scouts & Guides support the Lord Mayor at ceremonial occasions and wear the distinctive neckerchief with the County Coat of Arms embroidered on the back.

The Lord Mayor and Lady Mayoress attended a commemorative reception on 9th November at the Senedd to mark the Flanders – Wales Hedd Wyn Centenary Commemoration.

The Lord Mayor & Lady Mayoress also attended the Royal College of Nursing Wales, Nurse of the Year Awards at City Hall on 15th November. This prestigious annual event promotes and celebrates the very best of nursing practise in Wales.

The Lord Mayor chaired a session at County Hall for Parliament Week on 17th November. The Question and Answer session was attended by local school pupils who quizzed the Lord Mayor and Members of Parliament Anna McMorrin MP and Jo Stevens MP on democracy issues and their roles in Parliament.

The Lord Mayor & Lady Mayoress attended the Wales Care Awards Annual Gala Dinner on 17th November at City Hall. The awards (in their 15th year) are held to celebrate the remarkable contribution made by the social care workforce in Wales.

The Lord Mayor & Lady Mayoress attended the Tree Charter Poles Event on 25th November in Bute Park. The event celebrated the permanent installation of a large Totem Pole in Bute Park representing one of the 10 principles of a new Tree Charter for the UK. Bute Park is the only site in Wales selected to host one of the carved poles.

88 : SENIOR MANAGEMENT PROPOSAL

The Cabinet Member, Finance, Modernisation and Performance propose the report which sought approval of Council for the creation, public advertisement and remuneration of the new post of Corporate Director People & Communities, which forms part of the new senior management structure that was agreed by the Cabinet on 16 November 2017. The Cabinet Member set out the importance of this role in meeting the Council's ambition to co-ordinating more effective inter-related services within the Council and wider public services and continue on excellent work undertaken in recent years around social care practices delivery complex services to citizens at risk, improving the preventative agenda and breaking down their silo approach for the best interest of citizen of Cardiff.

The Leader of the Council seconded the proposal supporting the need for integration, greater joint working and challenges.

During the debate Councillor Walker proposed that the report be reference back to the Cabinet as it felt that this proposal senior management role and reporting arrangements were of concern and the down grading of the role of Director of Social Services. Councillor Robson seconded the reference back.

During the debate concerns were raised around the integration proposals; the costs of the post; need for accountability based on performance.

The Cabinet Member did not accept the reference back as the proposed role was complementary and in addition to the existing post of Director of Social Services, which would still have statutory responsibilities with a sharp focus on social work practice and performance that will not be compromised. The new role would be a positive development allowing the Council and ambitions of the administration of integrated service improvements to be realised.

The Lord Mayor called for a vote on the reference back to Cabinet.

The reference back was LOST

The recommendations were agreed.

RESOLVED – That

1. the creation and public advertisement of the new post of Corporate Director People & Communities on the basis of the duties, role profile and terms & conditions that were agreed by the Employment Conditions Committee on 22 November 2017 was approved;
2. the remuneration of the new post of Corporate Director People & Communities based on a spot salary of £132,613 per annum in accordance with the recommendation of the Employment Conditions Committee on 22 November 2017 was approved; and

3. responsibility for the appointment of a suitable candidate to the new post of Corporate Director People & Communities is delegated to the Appointments Committee was noted.

89 : TREASURY MANAGEMENT MID-YEAR 2017-18

The Council's Treasury Management activities are governed by legislation and the revised Code of Practice 2011 developed by Chartered Institute of Public Finance and Accountancy (CIPFA).

The Cabinet Member Finance, Modernisation and Performance presented the mid-year monitoring report of Treasury Management activities since 1 April 2017 and the position as at 30 September 2017. Councillor Bowen -Thomson seconded the report.

As part of the budget report February 2010, Council adopted CIPFA's revised Treasury Management Code by formal acceptance of the Four Clauses of Treasury Management and Treasury Management Policy Statement as Council policy. The Council's Audit Committee undertakes the scrutiny of the accounting, audit and commercial issues of the Treasury Management Strategy and Practices.

There were no questions to the Cabinet Member on the report.

RESOLVED – That the Treasury Management Mid-Year Report 2017-18 was noted.

90 : SUPPLEMENTARY PLANNING GUIDANCE

The Cabinet Member, Strategic Planning and Transport proposed the report and the following Supplementary Planning Guidance that had been the subject of consultation, for adoption by Full Council: -

- Green Infrastructure including Technical Guidance Notes relating to:
 - Ecology and Biodiversity
 - Trees and Development
 - Public Rights of Way and Development
 - River Corridors
 - Protection and Provision of Open Space in New Developments
 - Soils and Development
- Infill Sites
- Planning for Health and Well-being
- Residential Extensions and Alterations
- Food Drink and Leisure Uses
- Safeguarding Business and Industrial Land and Premises
- Childcare Facilities

The Cabinet Member emphasised the importance of SPGs in supplementing adopted Cardiff Local Development Plan (LDP) policies and strengthening the Council's

approach to development and change. These SPG's were the third tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.

Councillor Michael as former Chair of Planning seconded the proposal emphasising the need for robust planning guidance to support the work of the Committee and Council.

As part of the debate Members raised points around the provision of electric charging in new developments to encourage sustainable transport; the importance of the SPG's to all Members and all wards in Cardiff; concerns raised by the Civic Society and protection of sustainable environment; consideration of the Wellbeing and Future Generations Act – risk of pollution; traffic congestion and flooding; using of green field sites. The strength of SPG's in supporting the approved LDP. The Cabinet Member responded to these issues and advised that the SPG provide the right balance for the planning and sustainability of the Cardiff environment.

RESOLVED – That the Council Supplementary Planning Guidance on Green Infrastructure, Infill Sites, Planning for Health and Well-being, Residential Extensions and Alterations, Food Drink and Leisure Uses, Safeguarding Business and Industrial Land and Premises and Childcare Facilities as appended to the report were approved.

91 : LOCAL RESOLUTION PROTOCOL

The Leader of the Council presented the report on the amendments to the Local Resolution Protocol recommended by the Standards and Ethics Committee.

The Leader referred to the previous process and proposed extension of the Protocol to low-level complaints made by officers about the conduct of a Member these changes being recommended by the Standards and Ethics Committee and the Senior Management team. Such complaints are generally dealt with informally by the Monitoring Officer. However, the extension of the Local Resolution Protocol would make Hearing Panel proceedings available where necessary, and may similarly help to avoid unnecessary escalation of a difficult situation and damage to personal relationships within the Council and the Council's reputation. The advised that some other local authorities extend their local resolution process to officers.

Councillor Cunnah in seconding the proposal to amend and hoped that the protocol be used sparingly if at all. At the last Standard and Ethics Committee, it was reported that only one complaint had been received against a Member. He commented the low level resolution protocol,

As part of the debate, a Member asked for definition of low-level complaint and alleged breach of the Code of Conduct and the Monitoring Officer clarified what the Ombudsman considered low-level complaint; the process and informal resolution procedures she adopts; and explained that the payment of Independent Members for any additional hearing meetings would be met from existing budgets.

RESOLVED –That

1. the recommended amendments to the Local Resolution Protocol shown at Appendix A were approved; and
2. the Monitoring Officer was authorised, in consultation with the Standards and Ethics Committee Chairperson, to make any minor amendments to the Protocol as may be required from time to time.

92 : CORPORATE PARENTING ADVISORY COMMITTEE ANNUAL REPORT
2016/17

Councillor Lent former Deputy Leader and Chair of the Corporate Parenting Advisory Committee present the Committee's Annual Report 2016/17 to Council. The report reflected on a much more productive year than 2015-16 and the fact that a settled committee was much better placed to focus on the Corporate Parenting Strategy and on ensuring that it has impact for looked after children and young people and care leavers.

The report provides a strong basis for reassuring all stakeholders of the priority that Cardiff Council and its partners give to the needs of looked after children and care leavers and demonstrates that the Committee's corporate parenting priorities for disabled children had translated into substantive change on the ground.

The report however was the foundations for a longer-term journey, as there is much to be achieved in terms of improving outcomes and Councillor Lent was pleased to still be a member of the committee and was able to continue with the of prioritise its work this year and ensure better outcomes.

The Cabinet Member, Children and Families thanked the Committee for its hard work and welcomed the opportunity of working with the Committee, partners and stakeholders to drive the programme forward with the Deputy Leader and other Committee Members. The Cabinet Member in welcomed the session that had been run by UNICEF for Councillor on the UN Rights of the Child and encourage these Members who had not had the opportunity to undertake these sessions to take them up in February 2018 when UNICEF would host them again for Elected Members.

The Committee and officers were thanked for their work and commitment in supporting of looked after children, young people and care leavers.

The Lord Mayor invited contributions and questions and the following issues were raised in relation to safeguarding matters and parental rights; the need to work with families; the importance of intervention services; and the need for greater emphasis on preventative strategy and partnership working with the Third Sector and Charities The initiatives such as the Bright Sparks Awards; Traineeship and apprenticeship scheme were applauded, as well as the Cardiff Child Friendly City Status.

RESOLVED – That the report be revived and noted and the Corporate Parenting Advisory Committee be commended on its work in 2016/17.

93 : LEADER AND CABINET STATEMENTS

The following statements were received:

1. [Leader Statement](#)

The Leader responded to questions on his statement relating to the WLGA Autumn Seminar and the Cabinet Secretary for Local Government and Public Services statement on local government reform; planning for Just Cities and Wellbeing objectives that will be drawn out in the Council's Wellbeing Plan which will be reported to Council in March.

2. [Cabinet Member, Clean Streets, Recycling & Environment](#)

The Cabinet Member responded to questions on his statement relating to the Skip Service and the work to identify a reuse centre in Cardiff North.

3. [Cabinet Member, Social Care, Health & Well-being](#)

The Cabinet Member responded to questions on her statement relating to Dementia Friendly Status and Pledge and training in other service areas; White Ribbon Day and the need also to raise awareness of violence against men and boys and signposting to support services.

The Cabinet Member was also pleased to have attended a recognition Award event for Carers on 29 November and some of the amazing stories and achievements of so many carers in the community.

4. [Cabinet Member, Strategic Planning & Transport](#)

The Cabinet Member responded to questions on his statement relating to Electric Vehicles and Charging points; Road Safety Crossing patrols; Winter maintenance of the Taff Trail Road Safety Cycle training.

The Cabinet Member advised of the ongoing work on the Clean Air Green Paper related to transport, air quality and related health improvements. The Green Paper would be brought to Full Council as part of the consultation process.

5. [Cabinet Member, Investment & Development](#)

The Cabinet Member responded to questions on his statement in relation to the Asset Management Plan and the closure and disposal of the Wedal Road site; Cardiff Capital Fund and equity investments; and the launch of the Green Paper "*Building More and Better Jobs*" which was being launched for a three month consultation on 1 December 2017 and would be brought for debate to Full Council on 25 January, 2018 as part of the consultation process.

6. [Cabinet Member, Culture & Leisure](#)

The Cabinet Member responded to questions on his statement relating to trees in parks and issues around National Resources Wales and the flood prevention scheme in Roath Gardens; trees on land other than parks; the shortlisting of Roath Park for Best Park Award 2017 and the sponsored Cardiff Christmas tree sited at Cardiff Castle replacing the previous decorated tree of last year.

7. [Deputy Leader, Education, Employment & Skills Statement](#)

The Cabinet Member responded to questions on her statement relating to the hosting of Parliament Week event at County Hal; Estyn performance reports for Eastern High School and Ysgol Berllan Deg; Anti- Bullying Week and training of teachers and staff.

8. [Cabinet Member, Finance Modernisation & Performance](#)

The Cabinet Member responded to questions on his statement relating to the Welsh Government Budget Settlement; the Wales Interpretation and Translation Services and services provided to the Deaf community; Wales CIPD People Management Awards; Sickness Absence; transparency of Safeguarding Board recommendations and decisions and how issues can be raise internally.

9. [Cabinet Member, Housing & Communities](#)

The Cabinet Member responded to questions on her statement relating to the launch of 'Give DIFFerently' initiative to support rough sleepers; Rent Smart Wales; whilst recognising the success of Hubs and opening of the new Powerhouse Hub in Llanedeyrn those housebound and disabled residents who cannot access services should not be further isolated.

94 : MOTION 1

The Lord Mayor advised that a notice of motion proposed by Councillor Burke-Davies and seconded by Councillor Lister had been received for consideration and was included on the Summons for the meeting.

The Notice of Motion was as follows:

This Council notes that Universal Credit, the single monthly payment which replaces the six current working age benefits, is to be rolled out in Cardiff from the end of February 2018.

Despite the outstanding work being undertaken in Cardiff to support, advise and assist those impacted by welfare reform, it is inevitable that Universal Credit will impact negatively on the lives of the most vulnerable people in our city through the operation of a process that seems designed to push people into poverty and debt. This Council also notes that, within our area, the number of people who will be affected by these changes is likely to be in the tens of thousands.

Cardiff Council notes with concern that the move to a Full Service Universal Credit in other parts of the country has caused considerable financial hardship for many of those people moving onto this new system of benefit payments. Before a full roll out of Universal credit the following problems need to be addressed:

- The six week wait for claimants to receive their benefits. The idea that all workers are in jobs where they are paid a month in arrears ignores the reality for the 1.5m workers who struggle on zero hours, insecure jobs or forced self-employment. Claimants need to be paid from day one.

- Payments going to one named member of a household. Many claimants struggle to budget and payments should be paid to the separate claimants within a household and on a fortnightly rather than monthly basis. With the present policy there is a real danger that if the whole benefit goes to one named individual there is no guarantee that the money will be distributed fairly within the household
- Claimants need to have their rent paid directly to landlords to avoid the unacceptably high levels of arrears and homelessness that have occurred in the areas where UC already exists. Pushing claimants into debt adds to the stress and insecurity for claimants.
- An end to benefit sanctions as there is no evidence that sanctioning helps people into work. In fact taking away claimant's ability to feed themselves and their families prevents them from focusing on finding employment as they are too busy trying to survive. The evidence of the harm that sanctions cause is growing – they are an unnecessary cruelty in our benefits system.
- Allow all new claimants to apply for Universal credit in jobs centres or alternative funding should be provided for the Council to take on this role. Forcing new claimant to apply on-line causes real problems for many people who don't have either access or the IT skills to cope with the complex online application. The use of a paid helpline also needs to be abandoned as claimants cannot afford the expensive rates charged. The planned job centre closures also needs to be reversed as claimants need face to face support to help them back into work and to deal with the complexity of Universal Credit.
- Abandon the in-work conditionality for part-time or low paid workers – the idea that there are extra hours or higher paid work for the large numbers of these affected workers is simply not the case. This clause of UC places the emphasis on individuals who often want greater number of hours of work – and not on the employers who benefit from short hours and insecurity.
- The overall level that UC is funded needs to be urgently increased. The rate at which some claimants will lose benefit is set at 63p in the pound which when compared with the top rate of income tax of 45% on incomes over £150,000 a year, demonstrates just how unfair UC is for the lowest income households.

This Council notes with concern, therefore, that the implementation of a Full Service Universal Credit in the city is likely to prove seriously detrimental to the health and wellbeing of thousands of its local residents.

Cardiff Council therefore resolves to:

Request all its political group leaders to jointly write to the Secretary of State for Work and Pensions asking that the system of Universal Credit is redesigned in such a way that it removes the inherent risks that this council has expressed its concerns over.

The Lord Mayor advised that one amendment to the motion had been received: -

Amendment: Proposed by: Councillor Dianne Rees

Seconded by: Councillor Joel Williams

Second paragraph starting "*Despite.....* delete all

Third paragraph delete all after "*Cardiff Council notes....* and insert

"that the Government has recognised the need to simplify the system of benefit payments and that there have been elements of the rollout which need to be refined. We note."

Bullet Point 1. Delete all after "*The Six week*" and replace with

"1. The Government has listened to concerns raised and have reduced the wait for claimants to receive benefits from 6 weeks to 5 weeks. It is hoped that the wait can be further reduced where possible".

Delete all remaining bullet points and replace with

2. That Universal Credit is designed to be graduated so that as income increases, some benefits are still received. The idea is to avoid the poverty trap – where there is a disincentive to work longer hours because the person loses all benefits, pays higher taxes and ends up without any increase in discretionary income.

3. Previous benefits like income support had a 100% withdrawal rate. However with Universal Credit, financial support will be reduced at a steady rate offering a transition period where benefits are still paid in a new job.

4. Universal Credit presents opportunities to those in receipt of benefits by asking claimants to accept a 'claimant commitment'. This includes a willingness to take a job offered, a willingness to provide a CV and attend any relevant training or job interviews. It is important that the job offered is relevant to the skill set and abilities of the claimant.

5. It is important to encourage and empower independence therefore support for housing costs goes direct into the monthly universal credit payment. This system encourages financial management and we accept a few may need education and help in managing budgets.

6. There will be a benefit cap. This aim to prevent people receiving more benefits than the average weekly wage after tax and National Insurance. For couples and single parent households the cap will be £500 a week. For single adults the cap will be £350 a week. This ensures that those in work are not worse off than those in receipt of benefits.

7. It is acknowledged that there may be difficulty in applying solely online for Universal Credit. The Government acted when it was made known that a charge was levied for claimants applying by phone and acted to remove the charge. We also support the outstanding work being undertaken in Cardiff to support, advise and assist those who are and will be claiming Universal Credit.

8. *Universal Credit will not replace the following benefits:*

- *Carer's allowance*
- *Child benefit*
- *Council tax relief*
- *Personal Independence Payments*
- *Maternity allowance*
- *Parts of the social fund*
- *Contributory employment and support allowance*
- *Contributory jobseeker's allowance*
- *Industrial injuries disablement benefit*
- *Pension credit*
- *Statutory maternity pay*
- *Statutory sick pay*
- *War pensions*

9. *Under Universal Credit, there are loans available to those who require assistance. The loan is called a 'budgeting advance' – and is paid back by getting lower Universal Credit payments until it's paid off. Claimants will be told how much payments will be reduced by whilst the loan is being repaid.*

Under the Resolution:

First line of the resolution removed the word “jointly”.

Second line of the resolution delete all after asking... and replace with “*him to continue to recognise and act where legitimate concerns are raised in the rollout process.*”

Add an additional paragraph to read

“In conclusion, it is welcomed that in his most recent budget, The Chancellor, Philip Hammond announced a £1.5 billion overhaul that would reduce the time it took for families to receive money. This Government is listening to the legitimate observations regarding Universal Credit and acting promptly.”

The amended motion would then read:

This Council notes that Universal Credit, the single monthly payment which replaces the six current working age benefits, is to be rolled out in Cardiff from the end of February 2018.

Cardiff Council notes that the Government has recognised the need to simplify the system of benefit payments and that there have been elements of the rollout which need to be refined. We note:

1. The Government has listened to concerns raised and have reduced the wait for claimants to receive benefits from 6 weeks to 5 weeks. It is hoped that the wait can be further reduced where possible.

2. That Universal Credit is designed to be graduated so that as income increases, some benefits are still received. The idea is to avoid the poverty trap – where there is a disincentive to work longer hours because the person loses all benefits, pays higher taxes and ends up without any increase in discretionary income.
3. Previous benefits like income support had a 100% withdrawal rate. However with Universal Credit, financial support will be reduced at a steady rate offering a transition period where benefits are still paid in a new job.
4. Universal Credit presents opportunities to those in receipt of benefits by asking claimants to accept a 'claimant commitment'. This includes a willingness to take a job offered, a willingness to provide a CV and attend any relevant training or job interviews. It is important that the job offered is relevant to the skill set and abilities of the claimant.
5. It is important to encourage and empower independence therefore support for housing costs goes direct into the monthly universal credit payment. This system encourages financial management and we accept a few may need education and help in managing budgets.
6. There will be a benefit cap. This aim to prevent people receiving more benefits than the average weekly wage after tax and National Insurance. For couples and single parent households the cap will be £500 a week. For single adults the cap will be £350 a week. This ensures that those in work are not worse off than those in receipt of benefits.
7. It is acknowledged that there may be difficulty in applying solely online for Universal Credit. The Government acted when it was made known that a charge was levied for claimants applying by phone and acted to remove the charge. We also support the outstanding work being undertaken in Cardiff to support, advise and assist those who are and will be claiming Universal Credit.
8. Universal Credit will not replace the following benefits:
 - Carer's allowance
 - Child benefit
 - Council tax relief
 - Personal Independence Payments
 - Maternity allowance
 - Parts of the social fund
 - Contributory employment and support allowance
 - Contributory jobseeker's allowance
 - Industrial injuries disablement benefit
 - Pension credit
 - Statutory maternity pay
 - Statutory sick pay
 - War pensions

9. Under Universal Credit, there are loans available to those who require assistance. The loan is called a 'budgeting advance' – and is paid back by getting lower Universal Credit payments until it's paid off. Claimants will be told how much payments will be reduced by whilst the loan is being repaid.

Cardiff Council therefore resolves to:

1. Request all its political group leaders to write to the Secretary of State for Work and Pensions asking him to continue to recognise and act where legitimate concerns are raised in the rollout process.

In conclusion, it is welcomed that in his most recent budget, The Chancellor, Philip Hammond announced a £1.5billion overhaul that would reduce the time it took for families to receive money. This Government is listening to the legitimate observations regarding Universal Credit and acting promptly.

The Lord Mayor invited debate on the motion. At the conclusion of the debate the Lord Mayor invited Councillor Burke – Davies to sum up. In summing up Councillor Burke – Davies advised that she did not accept the amendment.

The Lord Mayor moved to the votes

The Vote on the Amendment as proposed by Councillor Rees was LOST

The vote on the original motion as proposed by Councillor Buke Davies was CARRIED.

95 : MOTION 2

The Lord Mayor advised that a notice of motion proposed by Councillor De'Ath and seconded by Councillor Goddard had been received for consideration and was included on the Summons for the meeting.

The Notice of Motion was as follows:

This Council notes that:

1. 130 young people (aged 16 or over) left the care of City of Cardiff Council and began the difficult transition out of care and into adulthood during the 16/17 financial year.
2. A 2016 report by The Children's Society found that when care leavers move into independent accommodation they begin to manage their own budget fully for the first time. The report showed that care leavers can find this extremely challenging and with no family to support them and insufficient financial education, are falling into debt and financial difficulty.

3. Research from The Centre for Social Justice found that over half (57%) of young people leaving care have difficulty managing their money and avoiding debt when leaving care.
4. The local authority has statutory corporate parenting responsibilities towards young people who have left care up until the age of 25.

This Council believes that:

1. To ensure that the transition from care to adult life is as smooth as possible, and to mitigate the chances of care leavers falling into debt as they begin to manage their own finances, they should be exempt from paying council tax.
2. Care leavers are a particularly vulnerable group for council tax debt.

This Council, therefore, resolves:

To take a report to the next Cabinet meeting exploring measures to use the City Council's convening powers and expertise in corporate parenting to work with all council tax collecting authorities to exempt all care leavers in the county from council tax, sharing any arising costs proportionately.

There were no amendments to the motion.

The Lord Mayor invited debate on the motion. At the end of the debate Councillor De'Ath was provide an opportunity to Sum Up before the Motion was put to the Vote.

The Motion as proposed by Councillor De'Ath was CARRIED

96 : MOTION 3

The Lord Mayor advised that a notice of motion proposed by Councillor Driscoll and seconded by Councillor Philippa Hill-John had been received for consideration and was included on the Summons for the meeting.

The Notice of Motion was as follows:

This Council notes that:

1. Cardiff's population is projected to grow by 26%, which is the highest projected growth and expansion of any UK city during the period of our Local Development Plan. This expansion will increase traffic pollution throughout the city.
2. That poor air quality damages people' health and damages buildings – especially in our conservation areas.
3. That traffic congestion outside schools will increase levels of pollution during the school run.

4. That at present Cardiff constantly fails to meet air quality standards with regard to NO₂ levels in areas of the city, and that present levels of particulates have a negative impact on health.

This Council calls on the Cabinet:

1. To instigate the live monitoring of Cardiff's Air quality with monitoring stations at different locations across the city.
2. To undertake a comprehensive feasibility study of overhauling Cardiff Council's vehicle fleet in order to bring those vehicles in line with the very latest environmental friendly technology, and to consider the possibility of grants for green technology on the bus fleets operating in Cardiff.
3. To ensure that Cardiff Council works in close partnership with key stakeholders including neighbouring local authorities and business, to ensure that best practice in delivering clean air strategies can be learnt from and implemented in Cardiff.
4. To assess Cardiff's current level of readiness to take advantage of electric vehicle technology, including charging points and ensure that Cardiff works towards becoming an electric vehicle friendly city.
5. To further develop the walk to school scheme and workplace travel plans for Cardiff businesses.

The Lord Mayor advised that two amendments had been received as follows:

Amendment 1

Proposed by Councillor Emma Sandrey

Seconded by Councillor Nigel Howells

Insert in resolution 1, after city, *'particularly outside schools, and commit to investment in public health alerts.'*

Insert in resolution 4, after city, *'Whilst recognising this strategy must run alongside efforts to help residents switch to using more sustainable modes of transport (including public transport, cycling and walking) it should also include investigating the feasibility of installing electric vehicle charging points within existing street lights, particularly in those areas of the city where there is a lack of off-street parking.'*

Insert a new resolution 6, after number 5, *'To urge the Welsh Government to bring forward guidance on Clean Air Zones in major Welsh cities, and to provide the accompanying funds for implementation, where appropriate.'*

The motion, as amended will read:

This Council notes that:

1. Cardiff's population is projected to grow by 26%, which is the highest projected growth and expansion of any UK city during the period of our Local Development Plan. This expansion will increase traffic pollution throughout the city.
2. That poor air quality damages people's health and damages buildings – especially in our conservation areas.
3. That traffic congestion outside schools will increase levels of pollution during the school run.
4. That at present Cardiff constantly fails to meet air quality standards with regard to NO₂ levels in areas of the city, and that present levels of particulates have a negative impact on health.

This Council calls on the Cabinet:

1. To enhance the live monitoring of Cardiff's air quality with monitoring stations at different locations across the city, particularly outside schools, and commit to investment in public health alerts.
2. To undertake a comprehensive feasibility study of overhauling Cardiff Council's vehicle fleet in order to bring those vehicles in line with the very latest environmental friendly technology, and to consider the possibility of grants for green technology on the bus fleets operating in Cardiff.
3. To ensure that Cardiff Council works in close partnership with key stakeholders including neighbouring local authorities and business, to ensure that best practice in delivering clean air strategies can be learnt from and implemented in Cardiff.
4. To assess Cardiff's current level of readiness to take advantage of electric vehicle technology, including charging points and ensure that Cardiff works towards becoming an electric vehicle friendly city. Whilst recognising this strategy must run alongside efforts to help residents switch to using more sustainable modes of transport (including public transport, cycling and walking) it should also include investigating the feasibility of installing electric vehicle charging points within existing street lights, particularly in those areas of the city where there is a lack of off-street parking.
5. To further develop the walk to school scheme and workplace travel plans for Cardiff businesses.
6. To urge the Welsh Government to bring forward guidance on Clean Air Zones in major Welsh cities, and to provide the accompanying funds for implementation, where appropriate.

Amendment 2

Proposed by Councillor Caro Wild

Seconded by Councillor Michael Michael

Point 2 delete all after *2people's health*" and insert "*as outlined in the recent report of the Director of Public Health for Cardiff and the Vale of Glamorgan.*"

Point 4 first line delete "*constantly fails to meet*" and insert "*Council has concerns about*"

Point 4 second line after "*standards*" insert "*in certain areas of the city*" and delete after "*NO2 levels*", "*in areas of the city*" and that present levels of particulates have a negative impact on health.

The Resolution after This Council delete the words "*calls on the Cabinet*" and replace with "*endorses:*"

Point 1 delete "*To instigate the*" and replace with "*The ongoing*"

Pont 2 delete "*To undertake a comprehensive feasibility study of overhauling*" and replace with "*The work currently underway on improving*"

Point 2 delete all after "*technology*".

Point 3 delete "*To ensure that Cardiff Council works*" and replace with "*The commitment given, in Capital Ambition and elsewhere, to work*"

Point 3 Line 3 after the word "*business*" add the following "*as well as partner Core Cities,*"

Add a new point 4 to read "*The work of the Environmental Scrutiny Committee which is in the process of a rigorous task and finish exercise looking on 'Improving Cardiff's Air Quality'*."

Addition of another resolution

This Council further welcomes the commitment given by the Cabinet to bring forward a Green Paper on Transport and Air Quality which will include (but not be limited to)

Old Point 4 delete "*To Assess*" and replace with "*An assessment of*"

Old Point 4, line 3 delete "*and*" and replace with "*to*"

Old Point 5 delete "*To further develop the*" and replace with "*Further development of*"
Old Point, first line after "school" add "*schemes, new cycling programmes*"

The motion, as amended will read:

This Council notes that:

1. Cardiff's population is projected to grow by 26%, which is the highest projected growth and expansion of any UK city during the period of our Local Development Plan. This expansion will increase traffic pollution throughout the city.
2. That poor air quality damages people's health, as outlined in the recent report of the Director of Public Health for Cardiff and the Vale of Glamorgan.
3. That traffic congestion outside schools will increase levels of pollution during the school run.
4. That at present Cardiff Council has concerns about air quality standards in certain areas of the city with regard to NO₂ levels, and that present levels of particulates have a negative impact on health.

This Council endorses:

1. The ongoing live monitoring of Cardiff's Air quality with monitoring stations at different locations across the city.
2. The work currently underway on improving Cardiff Council's vehicle fleet in order to bring those vehicles in line with the very latest environmental friendly technology.
3. The commitment given, in Capital Ambition and elsewhere, to work in close partnership with key stakeholders including neighbouring local authorities and business, as well as partner Core Cities, to ensure that best practice in delivering clean air strategies can be learnt from and implemented in Cardiff.
4. The work of the Environmental Scrutiny Committee which is in the process of a rigorous task and finish exercise looking on 'Improving Cardiff's Air Quality'.

This Council further welcomes the commitment given by the Cabinet to bring forward a Green Paper on Transport and Air Quality which will include (but not be limited to)

5. An assessment of Cardiff's current level of readiness to take advantage of electric vehicle technology, including charging points, to ensure that Cardiff works towards becoming an electric vehicle friendly city.
6. Further development of walk to school schemes, new cycling programmes, and workplace travel plans for Cardiff businesses.

At this point Councillor Driscoll indicated that he accepted both of the Amendments to the notice of motion.

A copy of the composite motion encompassing the original motion and the two amendments was circulated electronically and hard copy to Members and the Lord Mayor provided Members with an opportunity to read the Composite motion before inviting debate.

At this point Councillor Bowen –Thomson proposed that under Council Procedure Rule 25 (a) Motions during Meetings (ix) that the motion be put to the vote. The proposal was seconded by Councillor Mackie.

The Lord Mayor ruled that in accordance with Council Procedure Rule 26(c) that as there was unanimity across the chamber and due to time pressures on the agenda that he would put the Composite motion to the Vote.

The Composite motion as proposed by Councillor Driscoll was CARRIED

97 : ORAL QUESTIONS

Question: *Councillor Kelloway*

I have been approached by a number of residents in Cyncoed who are strongly of the opinion that there exist addresses of convenience within the catchments of the popular schools in the area, and that these 'revolving door' addresses are rented on a short term basis to meet the criteria for admission. Whilst technically these families are residents in the area at the appropriate time, many bona fide residents consider this to be an abuse of the spirit of the admissions policy. Do you recognise that such practices cause children whose families do live in the area to miss out on school places that would be more appropriate for them, given their location?

Reply: *Councillor Merry*

By law, all admissions authorities must give equal priority to families that live in rented properties and those who own a property. I hope that all Members in this chamber would agree in any case that that is appropriate and fair.

The Council is vigilant in ensuring that all applications made for a school place on the basis of residence are genuine and any applicants found to not to be resident at the address supplied, from the time of application until they enter school, would have their places removed.

Three pupils allocated places at the local secondary school for Cyncoed had their places withdrawn in 2017.

Supplementary Question: *Councillor Kelloway*

Thank you Councillor Merry you actually answered my supplementary question in your statement.

I would ask that during the consultation period, you will consider what measures the Council can take to ensure that families who are long term residents of the catchment area are given priority and that there are investigations into the issue of revolving door addresses.

Reply: *Councillor Merry*

I can assure you that I have total support for the withdrawal of school places where people are not found to be resident. Thank you for the opportunity to highlight the admissions policy consultation, I would encourage very single Member in the Chamber to give very serious attention to that this year, there are changes in that document, there is no pre-determined view and as the accompanying research shows every option has pros and cons because what you are essentially doing is choosing between 2 pupils living within a catchment area who have applied for the same high school and its very important that we get the input of all Members into the best way of addressing that.

Supplementary Question: *Councillor Molik*

As Councillor Kelloway suggested, the demand in Cyncoed and Lakeside for school places is always reaching crisis point, we seem to get double the number of applications than places. Whilst I understand the secondary school situation is more complex, can I seek guaranteed places for primary school places for the children in our ward in the local schools.

Reply: *Councillor Merry*

I just refer to the importance of all Members' responding to the consultation on the admissions policy, it is that policy that dictates how we allocate places where there is over demand within a catchment area. As is clear, any of those options is putting the interest of one child against another and there are pros and cons for example, included in that policy would be the consideration of a designated feeder school option but there will be disadvantages to that too, particularly for residents in Cyncoed and I really would encourage all local Members to give serious thought because it will not be the case that all groups will have the same view on this.

Question: *Councillor Carter*

What extra winter homelessness support will the council and voluntary sector partners be funding this year?

Reply: *Councillor Thorne*

At the end of October, 39 Cold Weather Provision accommodation spaces were opened at Huggard, Ty Tresillian, Cardiff YMCA and Salvation Army. This week, a further 4 spaces will be opened with Gwalia.

The Night Shelter organised by Cardiff Churches will also start on 18th December providing an extra 15 beds.

We have contingency plans in place to immediately add 13 spaces at Huggard and Salvation Army, if needed.

Finally, as an emergency planning measure during any period of extreme weather, arrangements have been made to be able to open a 'Rest Centre' for up to 15 people.

This gives an overall capacity of 86 Cold Weather spaces, which is more than ever before.

It should also be noted that we are currently developing an extra 24 year-round emergency Nightshelter and Pod spaces with the Wallich and Huggard, using Council and Welsh Government funding to meet the increased need. We do have vacant hostel spaces at the moment.

Supplementary Question: *Councillor Carter*

Thank you for your very detailed answer and the statement as well, I think we have all noticed in the last few days the sudden dip in temperature, which we feel ourselves in our homes but we are obviously very lucky to have those homes to be in in the first place.

These numbers are reassuring, whilst we have the capacity at the moment, I'm conscious there are some people on our streets who at the moment are still worrying and are reluctant to go into those hostels for various reasons, some very personal to themselves; what specific efforts are being made at this time of year with it being so cold, by council staff to try and reassure or help and enable those people to go into the additional beds that you have made available.

Reply: *Councillor Thorne*

The outreach workers are doing everything they possibly can, they are out there seven days a week until midnight and beyond trying to find suitable bed spaces. I think that's the issue as well about asking people not to give as its helping people stay on the streets rather than engaging with us. We have set up a partnership with Police and the Health Service and although this activity 'Operation Purple Ash' is by the Police as a result of the many complaints they have received about begging, part of our action will be to serve notices on people so that eventually hopefully we will get conditions and they can be taken to court, they have to engage, I hate the word but trying to force people to engage with us but it is not in their interest to stay on the streets, we really do need to get them off the streets and I do recognise that need to provide a lot of support.

Supplementary Question: *Councillor Lay*

What can we do as Councillors to help homelessness throughout the City, supporting yourself and officials?

Reply: *Councillor Thorne*

To get the message out there about how much provision there is and how much help and support and the fact that there is all sorts of tweeting and Facebook posts and I think that people believe that there isn't enough help out there and people believe there isn't enough accommodation and there is. I do understand the complications and complicated issues that many of them face. We are also looking at how we help them to move on because part of the problem as well is that many of those who are street homeless keep going around in circles, they get housed, they get evicted and are back out on the streets again, what we need to look at is intense support and I'm talking to lots of organisations about establishing a mentoring system because when things go wrong people need to know that there is somebody they can make a personal connection to that can help them through. Really spreading the word about how much help there is out there and that people shouldn't really be giving.

Question: *Councillor Dilwar Ali*

Will the Cabinet Member make a statement on the importance of political education in schools?

Reply: *Councillor Merry*

Many schools are active in term of political education. Some of our schools also have connections with the European Youth Parliament, have a very active debating society and run mock elections.

The Council has also supported events held as part of Local Democracy Week and Parliament Week, giving school pupils the opportunity to question representatives.

Together with the Child Rights programme, we want to build on the good work that is currently carried out in our schools – and by youth services and other organisations – to provide further opportunities to inform and equip young people to engage in our democratic processes in the future.

Going back to the silly remarks about North Korea, the point of political education is not to indoctrinate young people, it's about making them engaged, questioning, responsible citizens who actually understand the institutions that operate and how they can influence them.

Supplementary Question: *Councillor McKerlich*

Given the popular support you gave for one party democracy as set out in your earlier effort, can I suggest that your statement of political education should include a study of political system in Venezuela, the country so beloved of your Leader Mr Corbyn because your research might point out to him that despite having vast oil reserves there is no money to pay for generous systems of universal credit not only that fortunately they are so short of food that the fact there is no toilet paper goes unnoticed.

Reply: *Councillor Merry*

I am so sorry that the Conservative oppositions seem to be struggling with the fact that with the representation we have got in Cardiff, that it was inevitable that if we were having MP's to be questioned by our pupils, they would be Labour and for the local election event, myself and Huw Thomas were questioned by school pupils, it wasn't a question of a party political debate, they had an opportunity to ask questions about the things that they thought were important in their local area and actually I think it's quite offensive to make references to various regimes around the world.

Question: *Councillor Graham Thomas*

Last week we learned that some of Cardiff's primary schools were oversubscribed by over 50% for 2017-2018. How is the Council addressing the issue of ensuring that sufficient local places are available in future?

Reply: *Councillor Merry*

Parents are advised to state three preferences for admission to primary school and it is therefore an inevitable consequence that many schools would have more preferences submitted than places available.

For admissions in 2017/18, sufficient places were available for all pupils who wanted a place in English-medium or Welsh-medium primary schools.

Only 1% of the 4,100 pupils admitted to primary education city-wide were refused a place at their catchment area primary school and to put into context how impressive that is, the most recent reception intake was 28% higher than it was in 2006.

In the past three years alone, the Council has brought forward additional school places at:

- Radyr Primary;
- Howardian Primary;
- Pontprennau Primary;
- Ysgol Glan Ceubal;
- Ysgol Hamadryad; and
- Ysgol Glan Morfa

This has ensured that there are sufficient local places in each area and in each language medium.

Supplementary Question: *Councillor Graham Thomas*

In relation to the LDP and the new large strategic developments coming online in the East and the West of the City, what short and medium term measures are in place to support these primary schools like Creigiau and Pontprennau that you have mentioned, as they will see a large influx of extra pupils before the new primary schools come online from those new developments.

Reply: *Councillor Merry*

We will be bringing forward proposals for additional primary school places in both Welsh and English medium under Band B. Obviously consideration is separate for the local development sites and we will be bringing forward plans in the near future.

Supplementary Question: *Councillor Berman*

In relation to these figures that this question is referring which were covered in Wales Online recently, and outlined how many pupils were refused places in each primary school across Cardiff, I'm wondering if you can provide us with a breakdown of those figures specifying how many of the pupils refused places in each primary school were from pupils living in the catchment area and how were from pupils living outside of the catchment area.

Reply: *Councillor Merry*

I believe, and I'm slightly hesitant in case I have this wrong, only 6 schools refused pupils from within their own catchment area, one of which was Marlborough which is obviously heavily oversubscribed, equally we have put in a new school within the area so there were enough places within the primary schools within Penylan to cover the total demand.

Question: *Councillor Naughton*

With so many hundreds of families being hit by additional charges from Better following the replacement of the All Active Junior Card, what is the cabinet member doing to hold the company to account and make sure our leisure centres actually get better?

Reply: *Councillor Bradbury*

Firstly, thanks to the GLL/Council Partnership our Leisure Centres are contracted to remain open for 15 years unless the Council say otherwise. He should be aware that Pentwyn Leisure Centre in his ward is the most subsidised centre in Cardiff and we would have struggled to sustain it without the help of GLL/Better.

Secondly, he is wrong in saying that charges are going up on memberships above and beyond the contract. I assume he is referring to the change in scope of membership of the Junior Active Card, which is a different matter entirely. This card was taken out of commission prior to the handover to GLL with only existing members remaining on the deal.

As part of the contract, GLL/Better kept this card in circulation until 31st December of this year. As this card was not part of the service specification, GLL can make this change without the permission of the Council's Project Liaison Board. I have been in constant touch with GLL to try and ask them to reconsider their position and outline what actually is being offered as part of the new card.

Finally one the benefits of the partnership is £3.4 Million of capital going into our leisure centres, including an anticipated £280k at Pentwyn Leisure Centre, which I'm sure he welcomes.

Supplementary Question: *Councillor Naughton.*

Could you commit to if any further changes happen to Pentwyn Leisure Centre or any Leisure Centres, that the local ward Members are consulted before the changes are made and you consult with the communities as well.

Reply: *Councillor Bradbury*

When I know of changes, when it's within the specification I will of course will do that. I have a strong tradition, and your ward colleague will nod his head in agreement with this, I have a strong reputation of working with Pentwyn Councillors on improving the Leisure Centre, for example the 3g facility in front of your Leisure Centre which I helped and worked with officers in terms of section 106. I worked that out with a much missed Councillor Woodman. The issue for me is, when the contract was agreed, I sat down with all the Leaders at the time and the Councillor for Pentwyn at the time was Councillor Woodman and she said her group were broadly supportive of the plans. I will commit to speaking to you but I also don't expect to see social media pictures of you putting your thumbs down outside Pentwyn Leisure Centre without even asking me what the problem is.

Supplementary Question: *Councillor Williams*

From Councillor Bradbury's response to Councillor Naughton it would appear he is not on top of his Cabinet Brief. The Cabinet Member should know what is going on in our Leisure Centres and Members in Pontprennau & Old St Mellons and in fact the Pentwyn wards, were really upset to learn that the café in Pentwyn Leisure centre was shut down. Did you hold talks with GLL, your nodding your head saying you did so I'm assuming you agreed to the cafés in every leisure centre being shut down. Would you like to comment on that because Members in my ward and neighbouring wards are really upset.

Reply: *Councillor Bradbury*

Yes I did I was at the project liaison board last month and I raised this, let me tell you those cafes as part of the in house bid were also going to be closed, the modified in house bid put forward by officers of this council. On this issue we have been hammered in the past by all Members and all groups in this Chamber for serving unhealthy food in cafes in Leisure Centres, including in documentaries on BBC. The fact of the matter is, I did approve that one, I will put my hand up, I am on top of my brief Joel, I will say this, I haven't had one bit of correspondence from the Conservative group spokesman on leisure and not one piece of correspondence from a Conservative group Member on leisure since I got elected, apart from Councillor Walker.

Question: *Councillor Dilwar Ali*

It's not acceptable that so many people are missing from the electoral register at the moment due to the complexity of having to register whenever you move, even if it's within the same area. Will you make a statement; citizens of Cardiff, Wales want to see an automatic registration system that enfranchises everyone who's entitled to vote, and make sure that everyone can have their say?

Reply: *Councillor Weaver*

Cardiff has to comply with the detailed national legislation and guidance on voter registration. Our staff do a lot of fantastic and hard work in trying to register people across the City and chasing those up who haven't registered yet. We would certainly support any proposals which made it easier for residents to register to vote including automatic registration.

Supplementary Question: *Councillor Dilwar Ali*

I will be urging you to write to the Welsh and the UK Government to get more support on that and voting at 16 as well.

Reply: *Councillor Weaver*

I think that's an excellent suggestion and I will be happy to do so.

Supplementary Question: *Councillor Williams*

Would the Cabinet Member agree with me that tackling voter fraud is very important and something that we do not want to see; we don't want to see another Tower Hamlets like in 2015 where people were forced into polling stations and in fact people voting multiple times in the names of people they weren't.

So would the Cabinet Member agree that we need to explore ways in making voting safer and that could include presenting identification at the polling station?

Reply: *Councillor Weaver*

Yes I'm entirely against voter fraud unsurprisingly. I think we have very strong actions to prevent that. I'm not in favour of making voting hard in ways that will exclude some of the most vulnerable in society which I think the requirement to carry identification to go and vote will do. I'm actually in favour of making voting more simple for people, that's a personal view.

Question: *Councillor Howells*

How often is a review undertaken of the supply of cycle stands within the city centre to ensure that it meets demand?

Reply: *Councillor Wild*

We undertake an annual review, I don't think that's coping with the speed of change for the amount of cyclists looking to use the stands. It doesn't actually currently meet demand so we are putting in some new ones, they are also pretty badly placed, there are some shocking spots around the City, we have stands where no cyclists would leave bikes. I'm also pleased that BID for Cardiff, it's one of the initial things they are taking on as a project and they are working with us on implementing some new stands early in the new year.

Supplementary Question: *Councillor Howells.*

I'm my experience demand has already been met, and there is need for significantly more cycle stands within the City centre, at the moment stands are full and people are securing bikes up to more inappropriate street furniture. The situation isn't helped that on event days certain cycle stands are taken out of action so can I ask that you ensure that when events are held in the city centre that everything is done and consideration is given to maintaining existing cycle stands that we have.

Reply: *Councillor Wild.*

Yes.

Question: *Councillor Gordon*

Up to now citizens of Cardiff have only seen computerised images of the proposed bus station in Central Square. Are there any maps showing the road plans with space for vehicular, taxi, bus, tram, bike and pedestrian flows?

Reply: *Councillor Wild*

You will be aware that the Planning Committee resolved to grant planning permission subject to the signing of a legal agreement for the new transport interchange on the site of Marland House and the NCP car park in March of this year.

The approved plans, which show the access & parking arrangements and the pedestrian & vehicular flows, are available to view on the Council's website, I will warn you there are 189 documents and I have seen them.

Supplementary Question: *Councillor Gordon*

I think they are very difficult to see, will there be any further consultation about these plans if there are any changes in view of the developing scenario with implementing it.

Reply: *Councillor Wild*

It is important to note in terms of the planning for the bus station, that is in place and at the moment we don't know of any reason to change that, what is important to note

is that as new plans come forward for the city centre when we are looking at things through City Deal and hopefully we can improve cycling and pedestrian bus gates and bus permeability into the centre there are likely to be other changes and we will consult at that stage.

Supplementary Question: *Councillor Sandrey.*

We are almost three years since the local transport plan, has there been any assessment as to how it is been implemented and or working and do you think commuters and residents are feeling the impact of this.

Reply: *Councillor Wild*

All sorts of surveys are going on around transport, it is tied into the discussions we have been having this evening about the Green Paper and the vision we want to see for it. We have put in some provision into budget requests to look at how we can do some additional monitoring of the LDP, traffic flows etc. to make sure we are up to speed with LDP requirements to Welsh Government. I do think we are looking at these things on a daily basis to try and make sure that things are working for people.

Question: *Councillor Gavin Hill-John*

Following questions from residents across the City, what consultation was carried out with residents living close to the flood alleviation scheme currently underway in Cardiff Central and are there any plans to replant trees which are being removed?

Reply: *Councillor Michael*

The Roath Brook Flood Protection Scheme is led and managed by Natural Resources Wales, who have powers to enter land and undertake drainage improvement works, including the erection of flood defences, under the Water Resources Act 1991.

Any previous consultation or ongoing provision of public information in relation to the scheme and associated works is really a matter for NRW.

I understand that 105 replacement trees will be planted in the affected areas, together with approximately 200 saplings being planted within a location at Roath Recreation Ground.

Supplementary Question: *Councillor Gavin Hill-John*

Roath Brook Gardens and Roath Mill Gardens have been included in the Waterloo Gardens flood scheme, despite having a much lower flood risk, because the necessary flood defence work at Waterloo Gardens is providing an opportunity for NRW to kill more birds with one stone, the problem is that NRW has not modelled the impact of the work that has already been done alone in Waterloo Gardens and thus may be proceeding with much more severe work than is necessary upstream. I'm sure you are all aware this a potential for the character of some of the most beautiful parks in our City to be lost forever through mass tree felling and

landscaping associated with this scheme. As we have our pens ready this evening, will you write to NRW and ask them to pause, remodel and reflect before proceeding.

Reply: *Councillor Michael*

This is an Natural Resources Wales Scheme not a Council scheme, the councils part was only the planning permission element of it, I believe next week there is a Scrutiny looking at this, looking at NRW Wales, I would say that the best thing to do is to allow that to happen and any of the residents that have got concerns to address the scrutiny committee and lets listen to what they say.

Supplementary: *Councillor Patel*

It's more of a point of clarification. The Environment Scrutiny Committee is looking at this item on Tuesday and Councillor Gavin Hill-John's wife, Councillor Philippa Hill-John is on this Committee so will be scrutinising this issue with us so I just wanted clarification on we stand with those two members.

Question: *Councillor Taylor*

Following the publication of Professor Chris Taylor's report as part of the process of consulting on school admissions arrangements, Rhieni dros Addysg Gymraeg have expressed concerns about the options presented and the English-medium focus of the report. Will you make a statement responding to those concerns in full?

Reply: *Councillor Merry*

The research undertaken by Professor Taylor considered the appropriateness of Cardiff's existing admissions arrangements and benchmarked these with the arrangements in other urban local authorities that have similarities to Cardiff, such as population growth.

Clearly, the challenges we face as one of the most rapidly growing cities in the UK are very different to the rest of Wales. It is therefore entirely appropriate, when considering our oversubscription criteria, to look at admission arrangements for English Local Authorities, as well as those in Wales.

The Cabinet considered the outcome of the research and has agreed to consult on many of the suggestions arising from this.

The Council will, of course, seek the views of the Welsh Education Forum as part of the consultation; however, I do think their concerns have been based on a misunderstanding of the purpose of Professor Taylor's report.

We will also extend the consultation to seek the views of parents and other stakeholders to help gain a comprehensive understanding of those that may be affected.

Supplementary Question: *Councillor Taylor*

I'd like to echo your comments about ensuring there is a broad range of views involved in the consultation to make sure we move forward in an appropriate way and whilst recognising that there will be a full consultation on the proposals and considering the concerns of Rhieni dros Addysg Gymraeg and of the Welsh speaking families has any consideration been given to conducting an assessment specifically into Welsh medium education and the impacts of the proposal.

Reply: *Councillor Merry*

I think there was a real confusion between the actual purpose of the report and proposals to change catchment areas, which of course would have to be a separate consultation. This is the process we normally go through, it's a fairly routine process each year and on the back of concerns last year we decided to commission some research. The difficulty that we have actually got is that if you are looking at oversubscription criteria, the reason why there are references to specific English medium secondary schools and why he ran some data passed those is because those are the ones that are the most oversubscribed currently. At the moment we have around 16% surplus places in Welsh medium secondary education but obviously that will change as demand moves through the system. I made a point of going to the Welsh Education Forum today, to give them a chance to ask me questions.

Question: *County Councillor Henshaw*

Could the Cabinet member update us on the number of allotments available to rent across the city as well as the number of vacant plots and the numbers on the waiting list?

Reply: *Councillor Bradbury*

The Parks Service manages 28 allotment sites in the city, ranging in size from 329 plots on the largest site to 7 plots on the smallest. In total, there are currently 3,360 lettable plots that are 82% let.

The number of people on the waiting list changes from day-to-day as plots are let or given up. There are currently 552 requests for plots (from 432 individuals) on the waiting list.

There are currently 608 vacant plots across the city, but supply may not always match demand in certain areas of the city.

Supplementary Question: *Councillor Henshaw*

Does the Cabinet Member have any plans to use commonly held allotment land to base renewable energy sources, particularly wind and solar.

Reply: *Councillor Bradbury*

There are no current plans to do this but myself and Councillor Michael are very interested to hear how you could see that working, I can't make any promises but I'm certainly willing to look at it.

Question: *Councillor Robson*

Has the bubble burst for new student accommodation in Cardiff?

Reply: *Councillor Goodway*

I am certain that the irony will not be lost on County Councillors this evening that it is member of the party of market forces that's asking me this question. I think that I need to remind him that it is his party that advocates the reliance on the market to drive solutions which will meet the needs of citizens and, in some instances I consider that could be appropriate, in others I most certainly would not.

The development of new, modern student accommodation can provide much needed higher quality accommodation for students who want to live and study here in Cardiff than has been available in the recent past. If managed and maintained effectively, then it can make a valuable contribution to the city's development and the student accommodation offer.

I am aware that private sector schemes across the city are experiencing differing levels of demand. However, in this instance, I think this is a question that would be better directed to the players in the market place who are actually in the bubble to which the councillor refers.

Supplementary Question: *Councillor Davies*

It does concern me and I think it's a concern for most Members of the Council that there presently are 2 possibilities of planning applications being made for change of use, if it's at this stage where there does appear to be difficulty and considering the many many units which are still in the process of coming on stream, which will be in the very near future, and also proposed developments, surely he would agree with me that it is concern to the Council that what is going to happen to some of these units if they are not going to be fully filled in the near future.

Reply: *Councillor Goodway*

I think I need to explain that we are not anticipating receiving planning applications for permanent change of use. The ones we are aware of at the moment are for a temporary change of use because of timing difficulties in terms of the start of the University term. Some of the developments that were anticipated to be completed before June or July which would have been in time for them to receive applications from students, they weren't ready in time they weren't ready until September so therefore missed that opportunity. They are seeking a temporary change of use until the start of the next academic year when they expect and anticipate to fully fill those

units. I'm not aware of any potential application for a permanent change of use at this moment in time.

Supplementary Question: *Councillor Howells*

In certain parts of the city, like my ward of Adamsdown, the number of new developments has significantly increased in recent years, we currently have one out at consultation planning stage at the moment and that is the seventh application in probably as many years. Of the ones that have been built, one of them has already applied for temporary change of use to service accommodation because it indicates to me that the demand is not there. What can we as a Council do to ensure that where there is clear evidence that demand is already met in a particular area of the city that we are able to resist such future developments.

Reply: *Councillor Goodway*

That is a matter that should be directed to the Chair of the Planning Committee, I don't interfere in the planning process, it would be wholly inappropriate for me to interfere in the planning process. This issue is if there is a proper application before the planning committee, then it will be considered in accordance with planning procedures and the decision will be taken. I am not persuaded that at this moment in time, your analysis of the situation even in your own ward is correct, there are a couple of developments for the reasons that I've outlined that are seeking a temporary change of use, if an application for a permanent change of use came forward then clearly there would be separate planning application, and the obligations in terms of affordable housing would have to be met, currently that isn't the case, let's not jump the gun. What I'm really hoping will happen is that family homes in parts of Cathays and Roath will be vacated by students and returned to family homes because then will release the pressure on developments on green belts on the margins of the city which everybody seems to want to achieve.

Question: *Councillor Congreve*

The recent stormy weather has highlighted the vulnerability of trees across the city, as a few have fallen causing serious damage to property and disrupting transport. What inspection process has been conducted to ensure the future safety of trees, especially in heavily wooded areas such as Roath Park as well as street trees?

Is there a routine inspection process to ensure their viability, including the pruning of precarious branches?

Reply: *Councillor Bradbury*

Can I on behalf of all of us in this Chamber put on record our tribute to the swift response from officers to the recent storms and tree damage that it caused.

The Council takes the responsibility for the management of its tree stock very seriously and has a robust set of arrangements in place that follow the Health and Safety Executive's guidance on such matters. These serve to manage risk to an

acceptable level; however, it must be recognised that storms are natural occurrences and will, inevitably, bring about a level of disruption and damage.

The inspection regimes that we have in place are risk based and location targeted, with key factors including the level of footfall and proximity to the public highway. The inspections provide an opportunity to assess the health of the tree and to identify any pruning requirements.

Supplementary Question: *Councillor Congreve*

That was a very fulsome answer as I expected it would be, I would like to add another additional concern, it's regarding residents in my ward, their health and safety concerns for themselves and their properties. They would like to know why when they request inspections from officers that response is just not forthcoming, I'm seeking your assurance that if residents do raise concerns about particular trees that it will be responded to from officers.

Reply: *Councillor Bradbury*

Officers always try to respond I know from my own ward experience and the level of case work I get from Councillors since I've taken trees into my portfolio. There is in excess of 12500 trees in Cardiff 1000 of which are in Roath Park, they do inspect them every three years and you will be reassured to know that the trees close to the children's play area in Roath Park are inspected annually. It's very difficult with the resources we have to get around all 12500 trees as promptly as Members would like but I will take on board what you have said, take it back and if you have any specific issues I'm happy to raise that with officers.

Supplementary Question: *Councillor Burke-Davies*

Prior to the storms there was a bit of ongoing work to prune some trees particularly in my ward in Llandaff North, we had half the trees done in Hayley Park and alongside the houses, they are literally half done because half way through the work, the storms hit. Is there any proposed planning dates for when the work might be completed so I can take that to the residents?

Reply: *Councillor Bradbury*

I'm very happy to take the specific details of the case and speak to officers.

98 : URGENT BUSINESS -

There was no urgent business

99 : LA GOVERNORS APPOINTMENTS

The Council was requested to approve the recommendations of the Local Authority Governor Panel 21 November 2017.

RESOLVED – That

1. the following appointments be approved to existing vacancies: -

School	Ward	Start of Vacancy	Applications Approved
Birchgrove Primary School	Heath	30/09/2017	Muriel Fisher
Pencaerau Primary School	Caerau	01/09/2010	Richard Breeze
Pentrebane Primary School	Fairwater	27/06/2016	Matthew Noyes
Pentyrch Primary School	Pentyrch	03/10/2017	Owen Wood
Peter Lea Primary School	Fairwater	27/06/2016	Alexander Bevan
St Cuthbert's RC Primary School	Butetown	15/02/2017	Gaynor Legall
St David's C.W Primary School	Pentwyn	15/09/2017	Cllr Daniel Naughton
St Illtyd's RC High School	Rumney	11/05/2017	Lisa Gerson
St Philip Evans R.C Primary	Llanedeyrn	05/09/2017	Cllr Joseph Carter
Tremorfa Nursery School	Splott	21/06/2017	Tony Venn
Willowbrook Primary School	St Mellons	25/10/2017	John Noakes
Windsor Clive Primary School	Ely	23/03/2016	Cllr Jim Murphy

2. the following appointments be approved to future Local Authority vacancies

School	Ward	Start of Vacancy	Applications received
Coed Glas Primary School	Llanishen	31/01/2018	David Newland
Pentrebane Primary School	Fairwater	31/01/2018	Paul Murphy
Western Learning Campus	Caerau	08/01/2018	Cllr Peter Bradbury David Saunders David French Bianca Rees

100 : COMMITTEE MEMBERSHIP

The Council was requested to approve changes to Committee Membership.

RESOLVED – That the following appointments to Committee vacancies be approved in accordance with Party Group wishes:

Committee	Nomination
Planning Committee	Councillor Goddard as a temporary replacement for Councillor Murphy
Licensing Committee	Councillor Ford

101 : URGENT DECISION: EUROS 2020 FAST TRACK BID

This report was received by Full Council for information only in relation to an urgent decision taken by the Chief Executive in consultation with the Cabinet Member, Local Ward Members and Chair of Scrutiny to in relation to the UEFA Fast Track Bidding process for the Euros 2020 to with the Football Association for Wales ahead of the 3 November 2017 deadline.

102 : END OF MEETING

The Lord Mayor before closing the meeting thanked Youth Food for the provision of refreshments to Members during the break and wished them all the best for their future ventures.

The Lord Mayor wished Members Nadolig Llawen a Blwyddyn Dda a Happy Christmas and Happy New Year.

(Meeting Closed at 21.36pm)

103 : WRITTEN QUESTIONS

CHILDREN AND FAMILIES - (COUNCILLOR GRAHAM HINCHEY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR MOLIK

During the summer, we came across an article stating the concerning figures regarding missing children who are under local authority care – vulnerable children who could be at risk of paedophiles, drug gangs or otherwise. From my Freedom of Information request, I am informed that 35 children went missing from Cardiff Local Authority care between 01/09/2012 and 31/08/2017, whilst the majority were in teen-years, children as young as 3 years old have gone missing from our care. As stated by Mr Royston (from Children’s Society), children run away and it can be seen as a ‘call for help’.

What I would like to know is:

- How long do they go missing?
- How long before the council knows they’ve gone missing?
- Where do they go?

- Why do they go missing?
- What systems go wrong that results in them going missing?
- Do they go missing because they are placed with families who don't have sufficient expertise or support?

Reply

Children and young people may go 'missing' for anything from 10 minutes to 10 days and sometimes longer, but that is rare.

All Looked After Children are living in regulated placements with foster carers or in a registered children's home. The carers will usually know immediately if a child has left the premises and will take appropriate action, which will include looking for the child, reporting the matter to the Police, informing the child's social worker and/or the Emergency Duty Team if out of hours. This will happen without delay.

Children and young people leave their placements for a variety of reasons. Sometimes, they run away 'from' the placement because they are unhappy and, sometimes, they 'run to' their family or friends or undesirable people because they are unhappy. Sometimes, teenagers push the boundaries and simply want to stay out late! Each child or young person is very different and will have different reasons for going missing. It is the role of the carers and social workers to find out what those reasons are so they can be addressed.

It is rarely a case that systems 'go wrong'. It needs to be understood that the children and young people in our care have all experienced abuse, neglect, trauma and loss and will have complex needs. Sometimes, this manifests itself in behaviours that can be difficult to predict, understand or control and can sometimes include running away as a means of a 'cry for help' for bringing attention to their distress or a desire to exhibit a level of control where they feel they have lost it.

There is an All Wales Missing Person's Protocol, which Children's Services, along with other agencies, follow in order to safeguard the children in our care. Every child and young person has a risk assessment and we have very robust processes in place to ensure that we address any behaviours, which include running away. We work very closely with our partner providers and with the Police Missing Person's Team, to ensure high levels of communication and information sharing.

Any child going missing from placement will be seen by their social worker and/or an independent person to firstly ensure their safety and to try to ascertain the reasons for the child going missing. Follow up plans are then put in place to support that child or young person. We will also ensure that carers have as much support and guidance as possible in order to stabilise the placement and assist the child to settle.

In very extreme circumstances, and where risks are considered to be very high, we will look to legislation to assist and consider the Criteria of Section 25 of the Children Act (1989) and/or Section 119 of the Social Services and Wellbeing Act (2014), which permits the Local Authority to make an application to the Court for a Secure Accommodation Order to place a child/young person in a Secure Unit.

WRITTEN QUESTION FROM COUNTY COUNCILLOR TAYLOR

What plans does the council have to increase the number of Welsh-medium Flying Start settings in the Authority?

Reply

There are currently no plans to increase the number of Welsh-medium Flying Start childcare settings across the Authority.

All families eligible for Flying Start are offered a free part-time childcare place as required by the Welsh Government grant. Families are asked for their language preference and, wherever possible, their wishes are met.

Currently, Flying Start offers Welsh-medium childcare places through a contractual arrangement with five providers. These are all locally based and are linked to the targeted Flying Start Lower Super Output Areas (LSOAs)/Primary School Catchments. Collectively, they provide 108 Welsh medium childcare places for 2-3 year olds.

The Welsh Government requires the Authority to regularly review the number of childcare places that it purchases to ensure that it closely matches demand.

Whilst sometimes the programme carries a waiting list, this is because families elect to take up a place with a particular provider and would rather wait for a place to become available rather than take up another available place elsewhere. Across the programme, there are sufficient Welsh-medium places to meet current demand.

In response to the lack of Welsh-medium pre-school childcare provision in the two Flying Start LSOAs serving Pentwyn, the Authority created 16 new Flying Start Welsh medium places in 2015. Since opening, the setting has regularly been under occupied, despite efforts to encourage more families to choose Welsh language childcare as an option for their children.

Should we identify any unmet demand in the future, we would review suitable registered Welsh-medium providers in those areas in conjunction with the Council's Procurement Team, with a view to discussing the potential to contract with them.

WRITTEN QUESTION FROM COUNTY COUNCILLOR TAYLOR

What plans does the council have to increase the number of Welsh-medium Flying Start places in the Authority?

Reply

There are currently no plans to increase the number of Welsh-medium Flying Start childcare places across the Authority for the reasons outlined in response to your previous question.

WRITTEN QUESTION FROM COUNTY COUNCILLOR DE'ATH

Will Cardiff social workers be using the Child Case Context model developed from the nationwide 'Talking and Listening to Children' study funded by the Economic and Social Research Council and, if so, how will this fit in with them adopting 'Signs of Safety' working practices and methodologies?

Reply

The Child Case Context model is a research project that explores how social workers communicate with children in their everyday practice and how social workers and children involved in these encounters experience and understand them.

The Signs of Safety framework is a strengths based approach, which is predicated on effective communication and good relationships between social workers and the children and families they work with. I would therefore expect our approach to reflect and take into account the research findings and any best practice linked to the Child Case Context model.

WRITTEN QUESTION FROM COUNTY COUNCILLOR DE'ATH

A recent employment tribunal has meant that official guidance has changed over whether sleep-in care workers should be entitled to the 'national living wage' for hours they are not awake, with employers warned they could face a substantial bill for back pay. Children's homes and similar provision have staff available to provide care throughout the night. Historically, workers often received an allowance or payment for this work that was not related to the 'waking' rate of pay. Now, 'sleeping in' is taken as 'worked time' and must be paid at or above national minimum wage levels. Could the Cabinet Member please make a statement on the potential impact, directly and indirectly, this will have on the local authority?

Reply

This decision is expected to have minimal impact on staff working at Crosslands, the only children's home operated by the Council. Staff pay grades currently range from Grade 5 upwards (minimum hourly rate of £10.44), which is above the current National Living Wage of £7.50 per hour.

A flat rate sleep-in allowance of £35.42 has previously been paid by the Council, with any time spent working during the sleep-in period being paid as overtime (either time and a half or time and a third if under 37 hours for part-time workers). Council staff would therefore have, in any event, been paid more than the National Minimum Wage.

CLEAN STREETS, RECYCLING AND ENVIRONMENT - (COUNCILLOR MICHAEL MICHAEL)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BALE

Has the City Council formally objected to proposals to dump contaminated waste related to the construction of the new Hinkley Point Power Station in the Severn Estuary?

Will the Council supply copies of all representations to the UK & Welsh Governments, as well as any other bodies, to the Council's Environment Scrutiny Committee?

Reply

I would refer you to the responses provided to previous questions on this matter that were asked at Council in September and October, in which it was made clear that this material is neither being dumped nor is it classified as contaminated waste. It is dredged mud or sediment from the Severn Estuary, which is being disposed of under a Marine Licence granted by Natural Resources Wales in July 2014, which expires in March 2019.

WRITTEN QUESTION FROM COUNTY COUNCILLOR BOYLE

On a ward-by-ward basis, how many Section 215 notices has the council issued in the past year for waste accumulating in private forecourts and what is the rate of compliance with those notices?

Reply

The Education and Enforcement Team engages with residents to encourage a clean and safe environment. Where education fails, there are two key processes which the team uses to tackle an accumulation of waste in frontages.

Firstly, section 215 of the Town and County Planning Act 1990, whereby a number of notices must be issued advising that, if the waste is not removed within 28 days, the Council will undertake the works in default – i.e. the Council will remove the waste and charge the landowner.

Secondly, where pests are present, officers can use section 4 of the Prevention of Damage by Pests Act 1949, which is a slightly quicker process, but, again, this would result in the Council removing the waste and charging the landowner if they do not comply within the specified timescale.

The data set out in the table below provides a breakdown of the frontage actions undertaken on a ward-by-ward basis by the Education and Enforcement Team. In terms of compliance, we have conducted 'works in default' on just two occasions with legal proceedings.

Ward	Front / Rear Garden Investigations	Street Letter (Frontage Advisory)	Prevention & damage by Pest Act 1949 – formal notice to remove	Section 215 Notice – formal notice to remove	Statutory Nuisance – Accumulations formal notice to remove (28 days)
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			(7 days)	(28 days)	
Adamsdown	58	0	2		
Butetown	0	0	0		
Caerau	15	0	0	2	
Canton	25	0	0	3	
Cathays	209	0	9	6	14
Creigiau & St Fagans	0	0	0		
Cyncoed	1	0	0	1	
Ely	43	1	3	2	
Fairwater	17	0	3	1	
Gabalfa	9	0	0	3	1
Grangetown	45	0	5	4	
Heath	12	0	1		
Lisvane	0	0	1		
Llandaff	2	0	0	2	
Llandaff North	9	0	0		
Llanishen	2	0	0	1	
Llanrumney	6	0	1		
Pentwyn	5	0	0	4	2
Pentyrch	0	0	0		
Penylan	0	0	0	4	
Plasnewydd	135	0	0	5	103
Pontprennau & Old St Mellons	1	0	0	1	
Radyr & Morganstown	0	0	0		
Rhiwbina	0	0	0	1	
Riverside	50	0	0	1	
Rumney	6	0	0	2	4
Splott	5	0	0	3	1
Trowbridge	2	0	0	1	
Whitchurch & Tongwynlais	4	0	2	1	1
TOTAL	661	1	27	48	126

WRITTEN QUESTION FROM COUNTY COUNCILLOR BOYLE

On a street-by-street basis, where in Penylan have Section 215 notices been issued in the past year?

Reply

At present, it is not possible to provide the data on a street-by-street basis. Officers are in the process of reviewing the existing database with a view to enabling a wider range of reporting functions.

WRITTEN QUESTION FROM COUNTY COUNCILLOR SANDREY

What is the council doing to increase the take up of food waste collections services for businesses and offices in Cardiff?

I have had feedback from some who are based on St Mary Street who are unaware that these types of collections are available, and as a result are not separating out their food waste from the general waste. On streets like this in the city centre, this can contribute quite considerably to the area becoming messy due to pests ripping open refuse bags. Could the council remind businesses and offices in Cardiff of these services, particularly in high footfall areas?

Reply

The Council's Commercial Waste Services offer and promote a comprehensive food waste collection service that is suitable for any size of business. Officers proactively target businesses that generate food waste and offer competitive collection rates. This includes a mini-campaign which is undertaken every year in the city centre and shopping districts to target such businesses. The next campaign is due to take place in the New Year. They also price match and offer discounts for new customers and, as a result, a high number of businesses in the city centre have taken up the service. If you provide me with details of the businesses that you refer to in your question, our team will be happy to contact them.

CULTURE AND LEISURE (COUNCILLOR PETER BRADBURY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BALE

Cardiff Rivers Group do excellent work with volunteers to improve the cleanliness of our local rivers and waterways and recently secured funding from Viridor to acquire a boat to support their invaluable work. Would the Council, which also runs the Harbour Authority, please confirm what further support it could provide to assist the Rivers Group with operating this important new acquisition?

Reply

I fully recognise and indeed value the work that the Cardiff Rivers Group undertakes on a city-wide basis. The group has strong and longstanding relationships and working arrangements with the Council and Cardiff Harbour Authority.

I can confirm that the Harbour Authority has agreed to support the group by providing dry storage for the boat and slipway access.

WRITTEN QUESTION FROM COUNTY COUNCILLOR CARTER

When did the council become aware of the plans by Better to close 4 leisure centre cafes?

Reply

During the first six months of the arrangements, GLL committed to undertake a review of all aspects of the service, including the catering offer.

As part of the business review that analysed service, operation, customer demand and financial performance, it emerged that the cafes were predicting unsustainable year-end losses. Continuation of the catering model would negatively affect the ability to achieve the challenging overarching partnership objective of reaching a zero subsidy by year 3 of the arrangements and the ability to sustain overall service provision.

These decisions were confirmed by GLL at a Project Liaison Board meeting in September 2017.

WRITTEN QUESTION FROM COUNTY COUNCILLOR HOWELLS

How does Cardiff Council monitor the effectiveness of the systems which GLL have in place to ensure that the quality of the water within the swimming pools they manage on behalf of the council is to an acceptable standard?

Have there been any issues or complaints regarding water quality since the award of the contract to GLL and, if so, please quantify the number and nature of the complaints?

Reply

Service provision is managed through robust governance arrangements as set out in the service specification. This includes regular meetings, service updates and monitoring visits.

Health and safety is paramount and GLL have a range of stringent policies and procedures in place for all related matters. GLL implement a Water Management Plan at each facility that is available for inspection by the Council. With specific reference to swimming pools and water quality, GLL operate facilities in line with the recommendations included within the HSE publication 'Management of Health and Safety in Swimming Pools'. This is a requirement of the contract.

There have not been any reported issues or complaints regarding water quality since the commencement of the arrangements with GLL.

EDUCATION, EMPLOYMENT AND SKILLS (COUNCILLOR SARAH MERRY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR CARTER

What would be the estimated additional cost be to change school transport rules to provide free transport to high school pupils further than 2.5 miles from their school?

Reply

Based on current pupil numbers, the estimated additional cost to the Council for providing free transport to all pupils living over 2.5 miles from their appropriate allocated secondary school would amount to £336,114 per annum.

WRITTEN QUESTION FROM COUNTY COUNCILLOR BOYLE

The council says the number of primary school children moving to high school in September 2019 will 'exceed the numbers of places available across the city at entry to Year 7'. Band B money only becomes available in April 2019. What specific plans is the council putting in place to meet the excess demand anticipated for September 2019?

Reply

The Council has confirmed the feasibility of ensuring that every child requiring a Year 7 place in an English-medium or Welsh-medium community can be accommodated.

Specific measures to provide additional places for this cohort will be agreed with schools in early 2018, in good time for secondary schools to plan for the September 2019 intake and for primary schools to make suitable transition arrangements. These measures will take into account the location and timing of any schemes proposed within the Council's Band B programme.

WRITTEN QUESTION FROM COUNTY COUNCILLOR TAYLOR

How does the Council meet the needs of pupils requiring Additional Learning Needs (ALN) support through the medium of Welsh?

Reply

The majority of ALN pupils, whether in English or Welsh medium schools, are supported by their schools, using delegated resources.

Every school has an ALN Coordinator (ALNCO) who identifies pupils with additional learning needs and ensures support is in place for them.

The Council provides a range of services to support schools, all of which include Welsh speaking staff, assigned to work with the Welsh medium schools. This includes Educational Psychology, ALN Casework Team and Partnership and Inclusion Officers. Specialist teaching services for sensory impairments, early years, healthcare and medical needs, learning, speech and language, autism and emotional health and wellbeing all have capacity to deliver support in the medium of Welsh.

There are also specialist resource bases at Ysgol Coed y Gof and Ysgol Glantaf, and a primary Wellbeing Class is currently located at Ysgol Pen y Groes. Last year, in partnership with the three secondary schools, the local authority undertook an audit of emotional health and wellbeing needs in secondary phase. As an outcome of this

audit, it was agreed with the schools, that funding should be provided for a team of specialists working across the three secondary schools, in partnership with the ALNCOs, to provide specialist packages of support to pupils with the most complex needs.

Specialist provision is kept under review, and needs are audited annually, to inform planning. As part of the Welsh in Education Strategic Plan (WESP), there are also plans to extend specialist places over the next three years.

The Inclusion Service is engaged in a regional audit of ALN in Welsh medium education and will explore options for developing regional provision in partnership where appropriate.

WRITTEN QUESTION FROM COUNTY COUNCILLOR TAYLOR

What plans does the council have to introduce a catchment area for Ysgol Hamadryad, and how soon will this be completed?

Reply

Consideration of the revision of catchment areas and establishment of new catchment areas would be informed by any changes to the school admission policy, and by any changes to primary and/or secondary school provision brought forward through the 21st Century Schools Band B programme. It is therefore anticipated that consultation, in accordance with statutory timescales, on the establishment of a catchment area for Ysgol Hamadryad would be undertaken no sooner than 1 September 2018 and completed by 1 March 2019, for implementation in September 2020.

WRITTEN QUESTION FROM COUNTY COUNCILLOR TAYLOR

What are the current numbers of Year 4 pupils in Welsh Medium Primary Schools, and what are the projected numbers of pupils entering Welsh Medium secondary education in 2019?

Reply

The September 2017 Number on Roll census confirms that there were 643 pupils enrolled in Welsh-medium primary schools or in Welsh-medium streams in dual stream schools.

All the evidence available suggests that there continues to be a reduction in the number of children that access their education through the medium of Welsh between Year 4 and entering secondary education.

The Council and its partners are seeking to understand the causes of this and are investigating measures to reduce this outflow. However, projections consistent with recent trends within the Welsh-medium sector indicate that 588 of the current Year 4 cohort would enter Welsh Medium secondary education in September 2020.

FINANCE, MODERNISATION AND PERFORMANCE - (COUNCILLOR CHRIS WEAVER)

WRITTEN QUESTION FROM COUNTY COUNCILLOR SANDREY

A survey by Axa revealed this week that Cardiff is the most 'stressed out' city in the UK. What is the council doing to address this?

Reply

The main reasons stated in the AXA survey for those suffering stress in Cardiff were: Personal Health (40%), Personal Finance (40%) and Work (37%).

In order to understand difference in well-being between communities in Cardiff, the 2017 Ask Cardiff survey asked respondents a series of questions about their mental health, satisfaction with life, levels of happiness and anxiety, and the extent to which they felt the things they did in their life are worthwhile.

The initial findings show that satisfaction across these dimensions of well-being was higher amongst the 55+ age group and those in the north of the city, but noticeably lower amongst under 35s, those from a minority ethnicity, people living in the most deprived areas of the city, particularly in Cardiff East, and respondents who identify as disabled.

The sense of well-being was lowest amongst respondents who identified as disabled (45.0%) and those living in the most deprived areas of the city (62.4%). Furthermore, almost half (46.7%) of those who identify as disabled and 30.1% of those living in the most deprived areas of the city reported their sense of well-being had declined over the last 12 months.

These more granular results suggest that the city's most deprived and vulnerable communities are, perhaps unsurprisingly, suffering greater levels of stress and lower levels of well-being. We know that poverty is damaging for our economy and our society. It also places major pressures on public services and casts a long shadow over too many lives. That's why, in Capital Ambition, the administration is committed to improving people's lives through, for example, a continued focus on education; targeted approaches to tackling poverty; supporting people into work; delivering affordable housing and being a Living Wage City.

In addition, as a major employer, the Council has implemented a number of measures to improve the health and well-being of its staff, in line with our Health and Wellbeing Strategy that was introduced in January 2016. This has included the formation of a Health and Wellbeing Group, whose objective is to change the culture and mind-set of health and well-being within the organisation.

The Health and Wellbeing Group has worked closely with the Council's Occupational Health Unit to introduce a number of innovative health promotion initiatives, such as the increase in physiotherapy appointments and interactive self-help methodology to improve mental and physical health. Newly devised training and advice will help managers to be astute to the signs of ill health and the appropriate interventions.

The Health and Wellbeing Group has led the Council's efforts to gain the Corporate Health Standard, which is a national quality framework for employers who are committed to employee health and well-being. The Council successfully attained the Bronze Award in 2016 and is now actively working towards the Silver Award, with an assessment due to take place in the New Year.

The Council also signed an organisational pledge in May 2016 to support the Time to Change Wales campaign, which is a national campaign that aims to tackle mental health stigma and discrimination in the workplace. In addition to this, the Council has introduced a number of policies & guidance documents (e.g. Mental Health Policy; Menopause Guidance), which will inform and support employees.

HOUSING AND COMMUNITIES (COUNCILLOR LYNDA THORNE)

WRITTEN QUESTION FROM COUNTY COUNCILLOR CARTER

What is the rationale for increasing police action against homeless people in the city centre?

Reply

The Police operation "Purple Ash", to which I believe you refer, relates to proactive police enforcement action against those who are begging aggressively, street drinking and causing anti-social behaviour in the city centre.

The activity being targeted by the Police is criminal behaviour which is causing distress to residents, visitors and businesses alike and it is important to be clear that such criminal behaviour will not be tolerated. However, it is also important that we are careful in our use of language so as not to label those individuals – who, for a wide range of reasons, may find themselves to be street homeless – as criminals.

The Police work closely with Council and partner services, and support the excellent work done by our front-line teams to help those who are street homeless to successfully move off the streets and into accommodation with support. Since April 2017, we have assisted 119 people off the streets and our work in this regard continues.

WRITTEN QUESTION FROM COUNTY COUNCILLOR DE'ATH

South Wales Police are currently carrying out a series of interventions targeting begging, street drinking and anti-social behaviour in Cardiff city centre, dubbed Operation Purple Ash. As a result, a number of Section 35 notices have been served, arrests made and Dispersal Orders issued. Does the Council feel assured that only individuals engaged in anti-social activities have been targeted by Operation Purple Ash and that innocent, and possibly vulnerable homeless people, have not been?

Is the Council aware as to whether, as a result of this operation, individuals who have been engaged in Anti-Social Behaviour (ASB) are being dispersed out of the city centre into peripheral areas like Canton, Plasnewydd and the outer parts of Cathays?

Reply

As part of Operation “Purple Ash”, the Police have undertaken proactive enforcement action against those who are begging aggressively, street drinking and causing anti-social behaviour in the city centre. The action is targeted at criminal behaviour and not at homeless people.

According to the latest Police figures released today, only 3 of the 19 people who have been arrested specifically for begging were actually homeless and they were signposted to alternative provision.

The Council is aware that this activity may have deflected some of those sleeping rough out of the city centre. Whilst we cannot state that it was as a direct consequence, the Council’s Outreach Team did note that 9 people changed their usual rough sleeping site to an area further out of the city centre. All of these individuals are known to be involved in differing levels of street begging activity. Additionally, 4 people were seen to have changed their begging location as a result of the operation and others were seen to be begging at a later time in the day.

The Council is currently working with South Wales Police to set up a task group to develop a more co-ordinated approach to the enforcement process, ensuring that there is a clear diversionary pathway in place.

In a clear sign that such a strategy can work, two service users took an immediate decision to switch from begging to signing up as vendors to sell the Big Issue and another individual began to explore accommodation options with outreach staff, having previously had very limited engagement.

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WRITTEN QUESTION FROM COUNTY COUNCILLOR DE'ATH

A number of London Councils have been confiscating tents, bedding and similar possessions from homeless individuals in their boroughs using anti-social behaviour laws. These confiscations leave people even more vulnerable than they already are, exposing them to the elements and driving them away from visible, brightly-lit locations. A 2017 study by Crisis reveals a sharp increase in 'informal' harassment of UK rough sleepers – while only 10 percent have been hit with a formal sanction, 70 percent of rough sleepers report experiencing 'informal' enforcement measures in the

past year. 'Informal measures' taken against rough sleepers include a practice known as 'wetting down' – hosing down areas where people sleep rough with cold water, making them uninhabitable. What is Cardiff Council's position regarding tent and bedding confiscation, and also the practice of 'wetting down'?

Reply

As Members will be aware from previous answers on this question, Cardiff has a positive and proactive approach to assisting rough sleepers into accommodation. The Council's Outreach Team works with charities, such as the Wallich, Salvation Army and the Huggard, to bring people in from the streets and, where this is not possible, to help them to remain safe on the streets.

There is no policy in Cardiff of confiscating goods or deliberately wetting down areas; however, there does need to be a balance between the needs of those sleeping rough and of those who use the city centre to shop or do business.

With the increasing provision of new sleeping bags and bedding, we have also seen an increase in the number of people abandoning their bedding in the street and we do need to remove such material from shop doorways. There is also an increasing trend of defecating and leaving needles and other drug taking paraphernalia on the streets and this is clearly not acceptable and needs to be cleared and cleaned.

The tents, which have been given out by people with the best of intentions, are often used for illegal activities relating to prostitution or substance misuse. They make it harder to engage with the occupants and to bring them into accommodation services.

The Council is working with partners to achieve a balanced approach, which is sympathetic and supportive to those sleeping rough, while addressing any associated antisocial behaviour.

INVESTMENT AND DEVELOPMENT (COUNCILLOR RUSSELL GOODWAY)
WRITTEN QUESTION FROM COUNTY COUNCILLOR HOWELLS

In relation to the decision to renew the existing sub lease of the Cardiff International Pool by the existing tenant, could you provide details of the 'improved operational arrangements' that are expected and how these will affect users of the pool and its facilities?

Reply

During discussions with the operator relating to the lease renewal, they indicated that there were minded to take advantage of the opportunity the lease renewal provided to improve their offer to local residents. I understand that they are minded to improve the gym facilities within the development and make them more attractive. The operator has indicated that they wish to undertake a public consultation exercise before finalising their proposals. I will make the Councillor aware of those proposals once they are available.

WRITTEN QUESTION FROM COUNTY COUNCILLOR BERMAN

Given that the council is planning to draw up a business case for delivering a new County Hall, can you advise Members what you currently perceive as the benefits of such a proposal, what cost-benefit analysis you have undertaken to date to back this up, and what funding models you have so far considered to deliver such a scheme?

Reply

The County Councillor will be aware that discussions have been on-going for a period of years regarding the need to rationalise the council's office estate, an exercise which began during his term as Leader of the County Council. This was in response to the impact that cuts to the council's budgets have had on staff numbers and the effect new ways of working have had on the requirement for office space.

In addition, the council is conscious of the age and state of the current building which, along with the remainder of the estate, has a serious maintenance backlog and is fuelled by outdated and seriously inefficient energy systems. Taken together, I am persuaded that there is a prima facie case to undertake a more detailed business case to inform potential solutions. That business case could explore all eventualities and all possible funding mechanisms, and also take account of the opportunity cost of remaining on the present site.

I will report to Cabinet at an appropriate time.

SOCIAL CARE, HEALTH AND WELL-BEING (COUNCILLOR SUSAN ELSMORE)

WRITTEN QUESTION FROM COUNTY COUNCILLOR MOLIK

Given that Wales has the largest and fastest growing proportion of older people in UK, and Cardiff is housing a large share of that population, what are we doing:

- 1) to ensure prevention mechanisms are put in place to promote healthier lifestyle;
- 2) to intervene earlier to ensure senior citizens are supported in self managing their health and safety and in decision making;
- 3) to ensure care is provided in the community and at home rather than hospital; and
- 4) to ensure we are making best use of and supporting third sector service provision in supporting us on these agendas?

Reply

Working jointly with Cardiff & Vale University Health Board (UHB), together with third sector organisations, Cardiff Council works to provide community resources and activities to support and promote healthier lifestyles.

The UHB is the lead organisation in supporting individuals with lifestyle choices through primary care (i.e. GPs and community services). There are strategies in places to assist with, for example, exercise through a GP referral, or clinical support to give up smoking.

The Council's Hubs in different areas of the city provide a 'one stop shop' for all enquiries, but can also refer individuals to the Independent Living Service (ILS), which links in with First Point of Contact (FPOC) officers and co-located social workers. With an individual's consent, GP practices and UHB staff can also refer people to the ILS.

In accordance with the Social Services & Well-being (Wales) Act 2014, the Council's FPOC team and the ILS provide information, advice and assistance to keep people as independent as possible.

This approach is underpinned by the use of DEWIS (the system of third sector provider information). This enables individuals to receive information and advice tailored both to their locality and interests and needs.

A wide range of services are commissioned to enable people to remain at home for as long as possible, but, ultimately, any decision to admit a person to hospital, or to decide at what point they are fit to be discharged, is a clinical one made by health colleagues.

We work closely with a range of third sector partners in relation to older people, including Age Connects, Care & Repair and Cardiff Institute for the Blind. These organisations support older people to remain living safely in their own homes and, where possible, engaged within their own communities by addressing social isolation and loneliness. An organisation involving a volunteer runner base, GoodGym, is now operating in Cardiff with the benefit of financial support from the Integrated Care Fund.

WRITTEN QUESTION FROM COUNTY COUNCILLOR DE'ATH

An employment appeal tribunal has decided that care workers required to sleep in at a service user's home are [entitled to be paid the 'national minimum wage'](#) for all hours worked, including the hours spent asleep. This decision will have significant consequences for adult social care. Wage costs may increase for many providers and there could be claims for back pay dating back up to six years. Failure to pay carries criminal penalties and fines, including the potential for doubling back pay arrears. Could the Cabinet Member please make a statement on the potential impact, directly and indirectly, this will have on the local authority?

Reply

There are a number of potential impacts for the Council and since learning of this ruling, officers have undertaken significant work to establish the impact this will have in Cardiff. However, during discussions with Care Providers, it has become apparent that it will not be possible to predict the exact impact, partly because of the complexity of this issue and the related legislation, guidance and requirements. In

summary, we expect the impact for each part of the adult care sector in the city to be as follows:

Council-run Adult Residential Care Homes

This ruling has no impact on the Council. The Council has run its own homes for older people in the 6 years but staff would have been on a rota, which covered night duties. Sleep-in arrangements were used very rarely and where this did happen, it was in an emergency situation and staff would have been paid the above the minimum wage level.

Council-run Supported Living Service

Initial work to review the Council's Supported Living Service strongly indicates this ruling will have no impact, as Council staff are paid above the minimum wage level. However, further work is required and ongoing to confirm this.

Direct Payment Provision

There are a small number of people who in the last 6 years have managed their own care provision through the Direct Payment Scheme and have used sleep-in arrangements as part of this. It is assumed that these people funded this provision using the method that is no longer lawful. Whilst we expect the number of people that did this to be low, this is the area that gives the Council most cause for concern and we are currently looking through the cases to assess the specific impact on each individual. We are also looking into the question of who is liable for any enforcement action or payment of arrears.

Independent Sector Supported Living Providers

This is the sector most affected by this ruling. Many of these Providers are struggling to meet the combined demands of the National Minimum Wage, the National Living Wage and the additional payments for sleep-ins. Some of these providers have already approached the Council seeking additional funding to help them cover these costs. At this point in time, the exact impact is not clear and the Council has not set aside additional funds to meet these requests. Council officers are working with these Providers to understand the scale of the financial pressures they are facing and to help them overcome these challenges.

STRATEGIC PLANNING AND TRANSPORT (COUNCILLOR CARO WILD) WRITTEN QUESTION FROM COUNTY COUNCILLOR SANDREY

I first submitted a petition regarding the dangerous parking around the Cardiff Met University Cyncoed Campus on Circle Way West back in July. After waiting months, I received a response in October which said the vicinity would be included in the Area Investigation Report for 2017, which will be made available in early 2018. This response is identical to ones received regarding other traffic related issues in Pentwyn. Given that 500 people signed this petition, which is based on an ongoing issue which has caused problems for residents for a long time, I and they expected a more specific response, particularly given the time it took to get back to us. I have asked for this to be looked at again, but would like to know how long should residents be expected to wait before they see some action?

And would the cabinet member consider attending a meeting in the community to address the issue with residents directly?

Residents are getting quite understandably impatient and are cynical about whether the council consider the dangerous parking to be a priority.

Reply

I understand that waiting until the Annual Area Investigation (AAI) has been carried out will seem like an unreasonable delay. However, even if a decision is made to implement parking restrictions, this year's budgets are already fully committed and over stretched. Therefore, we would not be able to start work until the new financial year at the earliest.

The advantage of the AAI approach is that we can take a more strategic and joined up approach to these issues, which we believe is a more effective and efficient way of allocating limited funding to this type of work.

Nevertheless, I do understand your concerns and, if you wish, I could arrange a meeting with officers who will be able to discuss your concerns and explain the AAI and other processes that they work to. I'm sure that they would be happy to consider any suggestions that you may have.

WRITTEN QUESTION FROM COUNTY COUNCILLOR SANDREY

As part of the proposed partnership between Cardiff Council and HSBC, to improve cycling, would it be possible for money to be invested in cycling infrastructure at schools, such as bike stands/shelters?

Having somewhere safe to secure bikes during the school day would be a good way to encourage children to cycle to and from school.

Reply

The HSBC partnership project provides funding to support a range of initiatives that are designed to increase participation in cycling for daily travel, leisure and sport in Cardiff. The activities will include engagement with schools to provide basic cycle skills training, which will be integrated with the cycling and school travel-related activities currently delivered by the Council's Road Safety Team.

Whilst the HSBC funding cannot be used for physical infrastructure such as bike stands, the activities it will support will feed into the delivery of our Capital Ambition commitment to develop Active Travel Action Plans for all schools in Cardiff.

The Active Travel Action Plans will be developed through engagement with school pupils and staff and will identify measures required to give pupils the opportunity travel to school on foot or by bicycle. Such measures are likely to include the provision of secure and covered cycle parking located on the school premises, as well as physical measures to provide safer walking and routes within the immediate vicinity of the school site. They will also provide the basis for future bids to Welsh

Government for grant funding to enable the physical improvements identified in the Active Travel Plan to be implemented.

The Council is due to embark on a major programme of investment in the city's schools through the 21st Century Schools Band B Programme. Through working closely with my Cabinet colleague, Councillor Merry, I intend to ensure that the new educational facilities developed as part of this programme will incorporate all the on-site and off-site infrastructure that is necessary to enable every pupil to enjoy the health and wellbeing benefits of walking and cycling to school each day. This will be achieved through a co-ordinated, cross-departmental effort, bringing together the skills, expertise and resources of the Council's Schools Reorganisation, Planning and Transport teams.

WRITTEN QUESTION FROM COUNTY COUNCILLOR BERMAN

Following the email circulated to all councillors on 6 November regarding the London Borough of Hounslow scheme for installing charging points for electric vehicles by fitting them to existing street lights, will you look into the possibility of introducing a similar scheme here in Cardiff?

Reply

The Council has recently commissioned a feasibility study to look at options for a potential Electric Vehicle (EV) charging infrastructure in the city. It is anticipated that this will provide a comprehensive resource on which we can base decisions on the way forward in providing EV charging facilities across the city.

The study will review the EV market and best practice from around the UK, including infrastructure technology, energy requirements and costs of various systems and funding options. The study will undertake an options appraisal and make recommendations on the best way forward for the city.

Officers are currently investigating options for a pilot of various types of charge points over the next months. It is anticipated that the technology type that was recently launched in Hounslow could be one of these, subject to technical feasibility, including access to appropriate power sources.

Members will be briefed in due course following the review of options and the outcomes of the feasibility study.

**CYNGOR CAERDYDD
CARDIFF COUNCIL****COUNCIL****25 JANUARY 2018****PUBLIC QUESTIONS****QUESTION TO COUNTY COUNCILLOR HUW THOMAS
(LEADER PORTFOLIO)****PUBLIC QUESTION FROM JOHN JONES**

You recently stated that you wanted to ensure that the Council get the basics right in how you care for the vulnerable and elderly in our City. Cllr. Chris Weaver also stated at the same time that he wanted to get people and communities involved in the decisions taken at Council. These are two positive objectives.

What direction has been given to Councillors and Council staff to ensure these objectives are met?

**QUESTION TO COUNTY COUNCILLOR THORNE
(HOUSING AND COMMUNITIES PORTFOLIO)****PUBLIC QUESTION FROM TERENCE JERMYN**

I am aware that the Council has released land in Cardiff for housing development. What energy consumption criteria and energy efficient systems have they specified for these developments in order to minimise such energy consumption and also to obtain best value for money for the residents of Cardiff?

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Building More & Better Jobs

Consultation Green Paper



CARDIFF
CERDDYFON

Page 64

Building more and better jobs

Cardiff is no ordinary British city:

Key facts:

We are growing faster than any other UK city



Faster growth in projected population than any of the UK Core Cities

We are creating more and more jobs



Faster jobs growth than any of the UK Core Cities - 15,000 new private sector jobs in past 2 years

We are attracting a bigger increase in international visitors than any other city.



Fastest increase in international visitors of any UK Core City

We have one of the UK's most skilled workforces



45% of the working age population have a qualification at NVQ4 or above

We are second to none in terms of quality of life



UK's number one city for quality of life

We have a growing reputation for world class research



Cardiff University ranked 6th in the recent Research Excellence Framework

We have strengths in creative industries, finance, tech and advanced manufacturing



Hub of Wales' creative sector, and over 60,000 employed in finance, business and communications

We are the heart of the Welsh economy



90,000 daily commuters, and more than half of the visitors to the city region

We are a city that has delivered. However, we know there is more to do.

Thousands of people in the city are still looking for work



Almost 10,000 people looking for work, with a 7% unemployment rate for 20-24 year olds

Income inequality persists



The top 10% of earners bring home 3 times as much as the bottom 10%

Productivity lags behind other cities



Productivity lags Core City average

We know that the city needs to find a higher gear..

Cardiff's regeneration story has been a remarkable one. It has transformed itself from a city weighed down by deindustrialisation in the 1970s to one of the most competitive in the UK. It is a young and talented city with a growing business base, a bustling start-up culture and a thriving visitor economy.

If we are to continue to deliver for the people of Cardiff and Wales however we cannot stand still. We must continue to drive forward investment in our city, and we must put in place the building blocks to fulfil our city's potential. We know that this potential is vast.

We will have a relentless focus on delivering more, and better, jobs for the people of Cardiff.

We also know however that in Cardiff the gap between rich and poor continues to persist and that some of Cardiff's communities are amongst Wales' poorest. It is imperative that we can translate our good economic performance into better outcomes for everyone in our city. In an economic climate dominated by austerity, which has hit the most vulnerable areas hardest, we have a responsibility to continue our city's story, delivering more and better jobs for people in Cardiff and driving forward the Welsh economy.

Cardiff's role at the heart of the city-region and Welsh economy is also critical. As the global economy becomes increasingly competitive, our city offers the best prospect for Wales to promote itself as a prime location for business. However, we also know that cities in Wales are underperforming in comparison with our neighbours in England. Historically policy, skewed by EU funding priorities, has shifted resources away from Cardiff. This has meant that people and businesses in Cardiff have had less access to public funding to invest in skills and enterprise than in other parts of Wales. It has meant that whilst Cardiff has been growing at a rate far exceeding anywhere else in Wales, associated funding for infrastructure has gone elsewhere. It is therefore essential that a new city-region approach for Wales recognises the role of its cities, and especially its Capital city.

We also know that Cardiff is an important UK city. Part of the national productivity problem relates to the fact that its cities outside of London are underperforming, and that the future of the national economy is dependent on raising economic performance in its urban areas outside the UK's capital. The UK Industrial Strategy identifies the strategy to tackle this, and identifies ideas, people, infrastructure, business environment and places as the foundations that will drive productivity gains. It is essential that Cardiff is part of this agenda.

We are well placed to respond to the challenge. We know that across the world cities are the beating heart of national economies. Cities are at the centre of the modern knowledge economy where it is people, rather than capital, that business is reliant on.

To do this we will build a more **Connected Capital**, securing investment in the physical and digital infrastructure that unleashes the potential of our city's people. We need to upgrade our city infrastructure to support the development of more home grown business and attract more inward investment. Moving beyond City Deal, our role as the driver of the city-region economy must be promoted and exploited. Cardiff must also continue to be an outward looking, international city, acting as the connecting point between Wales and the world.

We will build on our success as a **Business Capital**, with a relentless focus on creating new jobs and opportunities for people in Cardiff and across the city-region, raising productivity for the city and for the nation. We know that whilst Cardiff has been successful in developing and attracting jobs we need to continue to climb the value chain. We also know that if we are to raise income levels we will need to become more productive.

We will develop a more **Inclusive Capital** by providing a range and choice of jobs across the city so that everyone can access an opportunity to reach their full potential. We must ensure big city projects translate into economic prosperity, and the benefits need to be felt in all of the city's communities.

We will build a **Smarter Capital**, working with partners to leverage the investment potential of key high-value sectors: the creative and digital industries, and financial and professional services - sectors in which Cardiff already has companies with international significance. Our universities need to become central to our ambitions in the way that they haven't been in the past. The Council also needs to engage more with business and embrace the full potential of public private partnerships which has served the city so well in the past.



The Cardiff Economy

Examples of the strengths, weaknesses, opportunities and threats for the city's economy are provided below - but we want to know **your** views on where Cardiff performs well, where it doesn't, and where there is potential for the city to improve.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Capital City Status - driver of the Welsh economy • Fast growing and dynamic economy - proven ability to create jobs in competitive sectors • Well qualified workforce - 2/5ths qualified to degree or equivalent • Number 1 in the UK for quality of life • World class university research - Cardiff University ranked 6th in the UK • Greater city-region alignment and established governance • Sporting and cultural assets - including Europe's biggest covered arena • Advanced digital infrastructure 	<ul style="list-style-type: none"> • Relatively low levels of productivity - which in turn affects earnings • Low numbers of HQ operations - impacting on innovation and competitiveness • Pressure on the city's transport infrastructure - which is only due to grow • Lags some UK competitors in visitor numbers - capacity to improve • Large wage disparities - need to support productivity improvement for everyone • Poor international connectivity - physical and digital • Lack of urban policy agenda in Wales - reduces impact of 'agglomeration'
Opportunities	Threats
<ul style="list-style-type: none"> • Scope for growth in key sectors including financial and business services and the creative sector • Improving business infrastructure such as the world class BBC Drama Studios in Cardiff Bay • Growing economy brings opportunities for wider markets • Investment in Metro will unite the city-region and provide more opportunities • Growing visitor economy - growing faster than any other UK city • Potential to exploit benefits from Brexit such as removal of Structural Funds boundaries 	<ul style="list-style-type: none"> • Competition from other UK cities for mobile investment • Competition from other UK cities for mobile workforce - businesses are reliant on maintain a skilled workforce • Pressures of population growth will impact on infrastructure • Need to maintain and promote the 'Cardiff' brand in an increasingly competitive marketplace • Impact of Brexit on ability to attract and retain skilled workers • Need to keep pace with technological advances

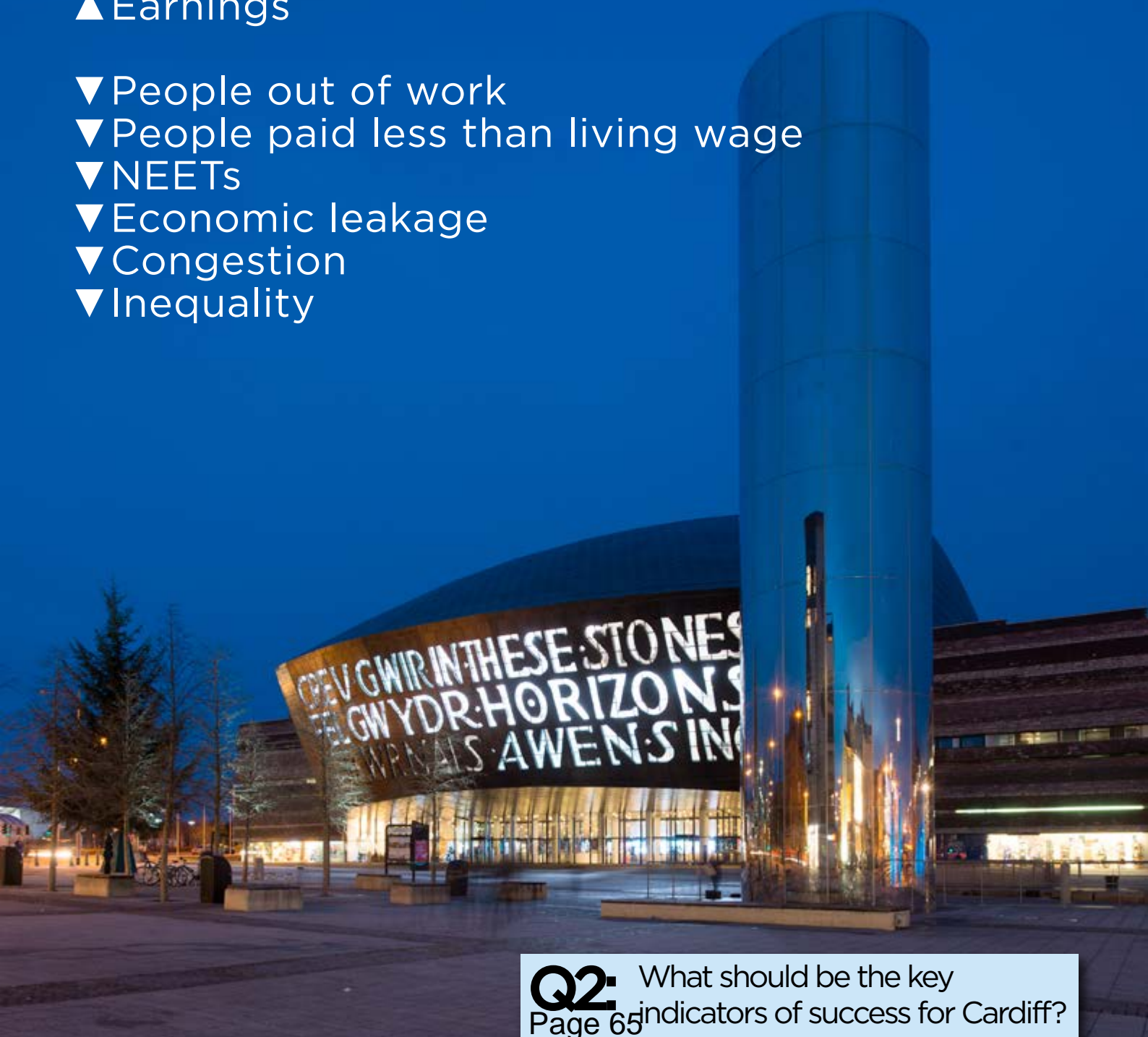
Q1: What are the key issues for the Cardiff economy? Page 64

Our Aims

Key objectives for a competitive city economy include:

- ▲ Productivity
- ▲ Jobs
- ▲ Business Investment
- ▲ Investment in Communities
- ▲ Visitors
- ▲ Infrastructure Investment
- ▲ Earnings

- ▼ People out of work
- ▼ People paid less than living wage
- ▼ NEETs
- ▼ Economic leakage
- ▼ Congestion
- ▼ Inequality



Our Role in the City-Region

Cardiff accounts for a third of the total economic output of the Cardiff Capital Region and around a third of all employment. It is also the focus for employment in high value added service sectors. However, one of the criticisms of Cardiff is that it fails to deliver the 'agglomeration' productivity benefits that it could for Wales due to a lack of density and scale. Subsequently, Welsh cities make the lowest proportional contribution to regional output in comparison with all other UK regions.

The need for competitive cities is backed up by a significant weight of international work. The OECD cites that "The larger the urban agglomeration within a region, the faster the growth the region experienced." It is important, therefore, that Wales can exploit this potential.

"we found no examples of successful regions which had unsuccessful cities at their core"¹

Cities are important for their surrounding regions. They provide a critical mass to drive productivity growth and innovation. They are the focal point of the city-region, connecting within the region but also between cities. They provide a concentration of culture, leisure and sport, and they are the international brand that drives profile. Put simply, people think of cities and not regions as the foundries of the modern economy.

It is essential that city-region spatial planning arrangements recognise the role that the city at its core plays in driving forward the regional and national economy. Any city-region approach must reflect the unique potential and characteristics within its area and not simply seek to spread activity across the region. For too long a 'regional' approach in Wales has done little more than displace activity within the city-region at the expense of the public purse. Whilst a city-region approach is critical to the future of the Cardiff Capital Region, it can only do so if it acknowledges and supports the specific role that Cardiff plays.

Conversely, however, it is important to recognise the role of the wider city-region, which provides space for a greater range and choice for employment and residential purposes. It provides a bigger labour market and a wider skills base. And it provides distinctive urban centres with niche retail/leisure/cultural experiences.

Despite the fact that Cardiff has benefitted from significant private sector investment in recent years, public investment has typically lagged behind. Indeed, whilst there have been many benefits of EU membership, the reality is that funding has been skewed away from the city, with around ten times the amount of support invested in 'convergence' as opposed to 'competitiveness' areas in South East Wales.

In simple terms, Wales needs to develop a greater appreciation of the role of its cities, and put policies in place to exploit them.

Q3: What should Cardiff's role be in the city-region?

¹ Source: Competitive European cities: where do the core cities stand? (Urban Research Summary No. 13)

A EUROPEAN CAPITAL

The UK's Core Cities have outlined the important role that cities play in the future success of the UK in a post-Brexit world. But for this to be the case we need to consider our response to Brexit, making sure we capture the opportunities that can accrue - and mitigate for the negative impacts.

We believe we will need to ensure that our businesses remain resilient, that they are not disadvantaged by a lack of access to markets, or that they find themselves in difficulty in recruiting skilled international workers.

We believe we need to make sure that Cardiff does not isolate itself from the world, and continues to show that although we will longer be part of the EU we can still be a proud European Capital. We also need to make sure that we get our fair share of the supposed financial benefits from the repatriation of the UK's contribution to Europe. And we must make sure that Cardiff remains an open and tolerant city.

Q4: How can we continue to engage with Europe in a post-Brexit era?



City Comparators

CONNECTED CITIES

Across the globe connectivity is more important than ever. As knowledge has become the main source of productivity growth, the movement of people rather than goods has underpinned competitive cities. This story isn't just about the world's megacities. Smaller cities like Copenhagen, Bilbao and Stuttgart have successfully managed to grow their economy and increase their standing on the world stage.

Transport in Cardiff however is currently dominated by private car journeys. The 2011 census showed that more people travelled to work by car or van than in any other Core City. A relatively small percentage of commuters use buses or trains to get to work. We also know that travel within the city is one of the most topical issues for our citizens. Over 60% of Cardiff citizens feel that travel and transport problems in Cardiff are serious or very serious.

Exemplar cities such as **Copenhagen** have shown how a step change away from a car dominated city can be achieved based on a shared vision and willingness to change. This is a city not unlike Cardiff. We have a similar size and scale, and we play a similar role in our national economy. **Bilbao's** story of transformation is equally well-known. However, their story wasn't just about the Guggenheim - it was as much a new metro system that stimulated the regeneration of the city. The Sir Norman Foster led development that opened in 1995 has been part of the city's successful transition from industrial decline to a modern regional capital.

Q5: What can we do to improve connectivity?

BUSINESS CITIES

The UK lags many developed nations in terms of productivity. Whilst London can compete internationally, the UK's other cities and regions drag down the national average. Furthermore, two-thirds of the UK's workforce is employed in businesses with productivity that falls below their industry average, and this has knock-on effects for wages. If we are to make a step change nationally, it is the cities of the UK that need to move up a gear, and in the context of Wales this is even more prevalent.

Cities like Dublin and Helsinki, medium-sized cities comparable to Cardiff have transformed their city and national economies from amongst Europe's poorest, to its most competitive. This has been achieved through strong and decisive leadership, as well as establishing an environment conducive to investment, friendly to business, and underpinned by a skilled workforce.

Dublin led the rapid growth experienced during Ireland's Celtic Tiger boom. The Irish economy grew by almost 10% per year between 1995 and 2000, and then by over 6% per year until the global economic downturn. As well as a competitive offer for businesses, education was an important part of the Dublin story, where a generation of well-educated workers, aligned with international growth sectors, delivered a dramatic shift in city and national economic performance.

The **Helsinki** story is equally compelling, leading Finland's transition from an agricultural economy to a world-leader in technology. With a focus on R&D, the Finnish capital's reputation at the forefront of the knowledge economy revolution was again led by strong leadership and a focus on skills and education.

Q6: How can we create more and better jobs?

INCLUSIVE CITIES

Since the 1980s inequality has not improved and is forecast to rise even higher in the coming years. Cities, in particular, have borne the consequences of inequality and there is growing concern at the wider impact of social and economic exclusion. Cardiff performs well in comparison with Core Cities and other parts of Wales across a range of factors which can affect a resident's wellbeing. However, as with other cities in the UK, significant and entrenched inequalities persist. Despite being the nation's commercial engine, over 60,000 people in Cardiff live in the 10% most deprived communities in Wales. Only two other local authorities in Wales - Merthyr Tydfil and Blaenau Gwent - have a higher percentage of their population living in the poorest communities. Almost a third of Cardiff households live in poverty, with a high percentage of children living in workless and low income households.

Lille-Roubaix have adopted an area-based policy to deal with infrastructure investment, making sure that it links economic inclusion activities in areas such as housing, education and training. The effectiveness of this approach is supported by including residents in the design and implementation of investment projects. It has also co-ordinated local initiatives to make sure there is a wider impact on local communities.

Pittsburgh successfully transitioned, like Cardiff, from an industrial to a service economy but its economic recovery was not felt by everyone. One area that suffered in particular was the Hill District, whose decline can be traced back to the 1960s when residents were displaced by big construction projects. Located between major employment zones in the city centre, residents were disconnected from the employment opportunities these zones delivered. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) initiative sought to address this by linking local residents with the local high tech growth, providing direct support to link businesses in the area with the city's high tech clusters.

Q7: How can everyone benefit from growth?

SMART CITIES

Smart cities use technology and/or data to improve how we use our cities, and how we deliver public services. Done well, a city with the right smart city infrastructure will become both a more competitive place to do business and a better place to live. Being a smart city doesn't just mean a digital response to every problem, it means an informed, intelligent response to problems.

Barcelona is an active smart city, with over 100 live projects, including smart traffic lights, telecare services and electric cars. Its leading role in the use of Internet of Things means that the supply and demand for services can be more closely aligned, so that limited resources can be used where they have the biggest impact, and that excess resources can be diverted to more productive areas. This approach includes streetlamps that only operate when someone is nearby, a telecare system that proactively monitors over 70,000 elderly and disabled people in the city, rain monitors that determine when to water the city's parks, and municipal bins are only emptied when sensors note they are full.

Rotterdam meanwhile is producing a model to simulate scenarios for city planning and management. The model will help to improve investment decisions for the city government, whether in terms of the impact on transport, or the environmental impact of capital investment.

Q8: How can we become a smarter city?

Spatial Strategy

We want your views on developing a spatial strategy for the city...

Cardiff is undergoing a period of rapid growth. The effective management of that growth will be essential to provide clarity to the market and to ensure the city continues to function effectively.

Whilst development is becoming increasingly mixed use in nature, our intention is to concentrate investment, building on the city's recent successes, to achieve critical mass and to realise agglomeration effects.

Proposed areas for the spatial strategy could include:

The **CITY CENTRE** is already the most important business cluster in the region. It is increasingly a place to live as well as work. Our intention is to encourage the continued expansion of the city centre southwards beyond the railway lines through office-led mixed use development.

CARDIFF BAY has already experienced a comprehensive transformation. It now needs a second push. We want the Bay to become a leading short break destination which will require further investment in leisure-led infrastructure.

NORTH CARDIFF is home to the city's knowledge institutions and some of the most R&D intensive businesses in the city. Both Cardiff University and Cardiff Met are investing in new facilities that will expand their footprint in the city. The Heath Hospital site and the knowledge cluster around Coryton offer opportunities for further growth.

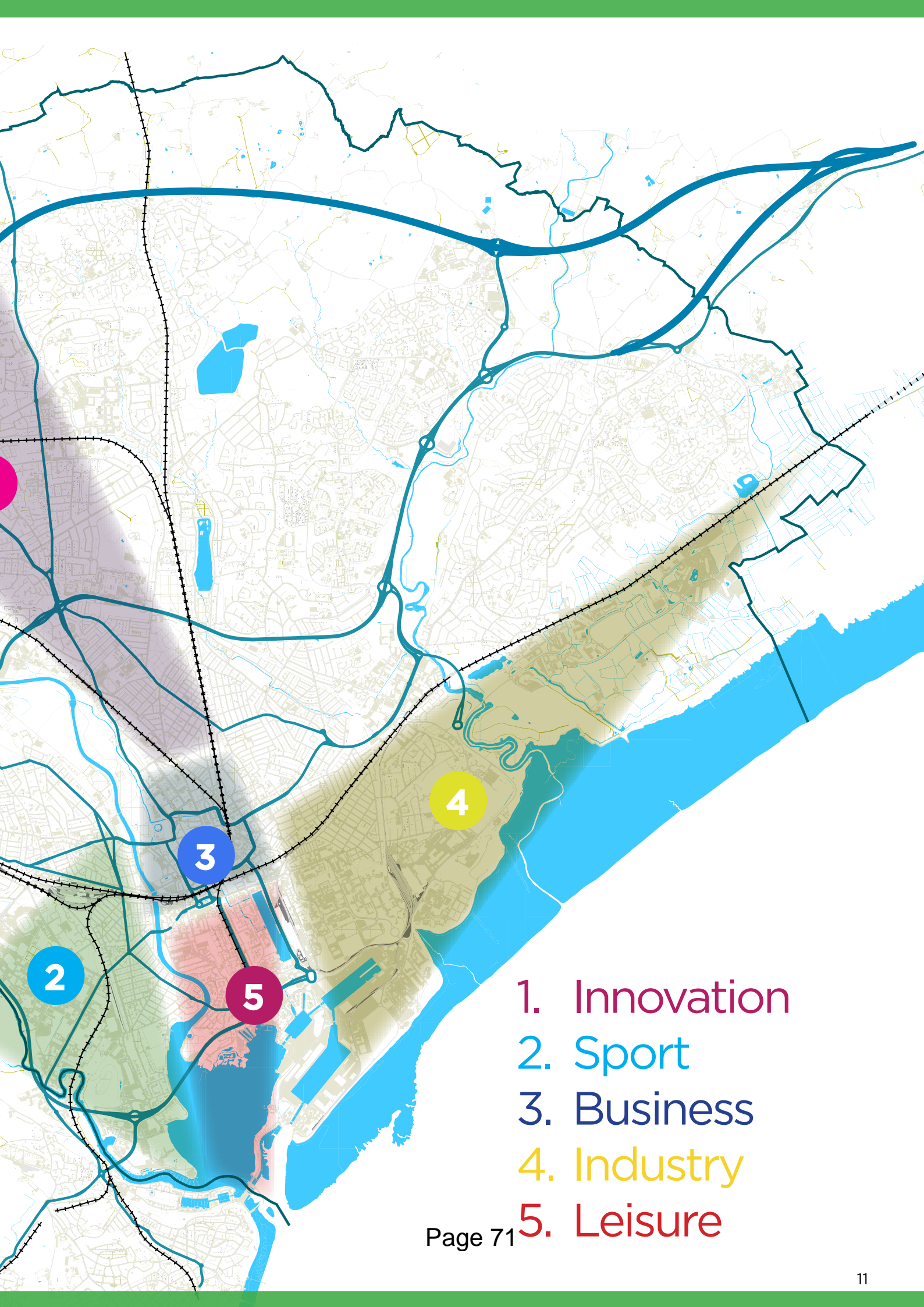
EAST CARDIFF, south of the railway line, is an existing industrial centre primed for expansion. Benefitting from a range of high quality infrastructure, including the Port of Cardiff and the Euro Freight Railway Terminal, the area has significant potential to deliver more manufacturing, distribution and trade related jobs.

WEST CARDIFF already accommodates some of the city's premier sporting and recreational facilities. There is potential to build on the success of the new Cardiff City Stadium and House of Sport development to provide a cluster of sporting infrastructure for the benefit of elite sport and for local community use.



Q9:

What should Cardiff's spatial strategy be?



1. Innovation
2. Sport
3. Business
4. Industry
5. Leisure

City Centre: Business

The city-centre plays a key role in any city, providing a focal point for employment and entertainment, as well as a connecting point to the city-region and wider world. Over the last two decades Cardiff's city-centre has been transformed. Unlike in competitor cities, where large developments have taken place on out-of-town green-field sites, in Cardiff major city projects such as the Millennium Stadium and the St David's shopping centre have been developed as part of, not separated from, the city-centre. These have been built on assets such as Cardiff Castle, existing and new university developments and a programme of pedestrianisation to create a vibrant and successful city-centre.

The next phase of the city centre's development has begun, with the Central Square development creating a place for business that can compete with the best in the UK. No other location has the ability to create as many jobs and opportunities as the areas surrounding Central Station, and no other location has the opportunity to be better connected with the city, the city's communities, the city-region and the rest of Wales and the UK.

We must also build on the strengths of our city centre as a place to visit. However the threat to retail from technology is real, and it is essential we ensure that the city centre remains a place people want to visit. Investment in our city centre will also help provide a range and choice of jobs, jobs for people with different skills, different abilities and different interests.

Give us your views on our suggested priorities for the City Centre:

- The modernisation of **Central Station** sits at the heart of the Council's plans for the expansion of Cardiff city centre. Working with UK Government, Welsh Government and the private sector, we intend to bring forward proposals to increase the capacity of Central Station for trains and passengers and to transform Cardiff Central into a modern gateway befitting of a capital city.
- We are committed to continuing the regeneration of the area immediately surrounding the station to deliver the city's primary office destination.
- **Central Square** is well underway and when complete will deliver over 1 million square feet of Grade A* office accommodation. A new bus station will be delivered, and proposals are starting to be progressed that will spread the benefit into surrounding areas such as Westgate Street and St Mary Street.
- New plans are emerging for the regeneration of the riverfront land **south of Cardiff Central**. Agreements are now in place between land owners to relocate Brains Brewery to make way for a major mixed use office-led development including significant new transport facilities linked to the improvement of Central Station.
- Making the most of the city's river frontage is a key part of the Council's vision and an important factor in the Council working to secure land at **Dumballs Road**. At 40 acres the site offers the opportunity to deliver a new residential-led mixed use urban centre within walking distance of all of the city centre facilities.
- The completion of **Callaghan Square**, extending the office district towards Capital Quarter, is a key priority. This will involve the intensification of development, with high quality design and new public spaces and could include a new public sector office quarter.
- **Capital Quarter** is one of the city's recent success stories. Linking directly into Callaghan Square, the development is progressing at pace and will extend the city's new office quarter whilst providing new facilities that improve the link between the city centre and the Bay.
- **St David's Square** - following the relocation of the Indoor Arena, a new office-led mixed use quarter could be created adjacent to the Admiral HQ, providing the opportunity for significant new city centre public spaces and leading to the improvement of adjacent city centre streets including Charles Street, Barrack Lane, Churchill Way and Station Terrace.

Q10: What can we do to support business development in the city centre?



Cardiff Bay: Leisure

The last 30 years has seen a transformation of Cardiff Bay, regenerating over 1,000 hectares of derelict land and creating over 30,000 jobs. Projects such as the Wales Millennium Centre, Mermaid Quay and Roath Basin have created a new place to visit and do business. Walking, running and cycling have seen the barrage become a venue in itself and Roald Dahl Plas has become the go-to place for city celebrations.

However, as the city centre has thrived in recent years, buoyed by investment, the Bay has lost some of its momentum. It is now ready for the next phase of its development.

Cardiff Bay is already one of Wales' most visited locations. It now needs to become a primary UK weekend city break destination. This will require significant investment in leisure infrastructure. It will also require major improvements to the connectivity between the city-centre and the Bay across all modes of transport.

Q1:

What can we do to support leisure activities in the Bay?

Give us your views on our suggested priorities for Cardiff Bay:

- A new **Multi-Purpose Arena** will attract business and academic events and stimulate high spending business tourism, raising the profile of the city as a business location. Building on the success of the Wales Millennium Centre it will enable a broader range of events, significantly higher footfall and a spread of events that will support business to thrive in Cardiff Bay.
- The redevelopment of the Coal Exchange will **reinvigorate Mount Stuart Square**. Building on this investment we will bring forward a scheme to support its development as a vibrant district for small business.
- We will explore the delivery of a **new family attraction** to draw visitors to the Bay throughout the year.
- We will work with partners to explore options for a new attraction at the **Graving Docks**, including the potential for a contemporary art gallery, a science experience venue, and a new venue for the Cardiff Story.
- Whilst it's less than a mile in distance, relatively low numbers of people consider walking as a way of getting between the city centre and the Bay. A **'High Line'** development will create a more attractive route into the Bay, as well as being a destination in itself.
- A new **leisure transit system** linking the city-centre to the Bay must remain an important priority and ambition for Cardiff, supported by improved walking and cycling routes as part of the development of a 'Bay Loop'.





Cardiff West: Sport

Cardiff has developed a deserved reputation as a sporting and cultural Capital City. From the Champions League to local park-runs, sport has an impact on all aspects of city life. Investment in sporting infrastructure has focussed on the west of the city, and opportunities remain to build on this to cement the city's position not only as a place where major sporting events take place, but also one with world class facilities for use by elite athletes through to those in the local community.

We will continue to invest in the city's sporting infrastructure, focusing on the west of the city, around the new Cardiff City Stadium, the House of Sport developments and the International Sports Village.

Q12

What can we do to develop Cardiff West as a sporting destination?

Give us **your views** on our suggested priorities for **Cardiff West**:

- We will work with **Glamorgan Cricket Club** to enhance their facilities, separating the sporting and conference infrastructure so that cricketing and commercial activity can take place all year round.
- We will explore the potential for a **new stadium for the Cardiff Blues**.
- We will take forward the next stage of development for the **International Sports Village**, securing new investment. In doing so we will create Wales' foremost location for sport, leisure and recreation in the heart of a city.
- The completion of the **House of Sport** development will ensure Cardiff has some of the best community sports facilities in the UK.
- This will link with further development of the **Athletic Stadium sports cluster**, providing more space for community sports development.
- We will take forward plans for a **redeveloped home for Sport Wales** to cement its position as the home of sport in Wales, improving facilities and site access.

Cardiff East: Industry

Supporting the development of a new industrial zone in the east of the city will open new opportunities for those that live there, and improve access to other opportunities across the city and beyond. For too long the east of the city and its communities have not benefitted from the city's transformation.

An Eastern Industrial Zone will also provide a greater range and choice of employment land for Cardiff. We also know that we can't just rely on city centre opportunities for residents of Cardiff. The different options and choices that can be established by providing lower density employment opportunities will help those whose skills or experience may not match those found in a service focussed city-centre.

Q13: What opportunities are there to support industry in Cardiff East?

Give us your views on our suggested priorities for Cardiff East:

- **Industrial Strategy for East Cardiff :** We will develop a new industrial strategy to deliver new jobs and provide a range of opportunities for people in the east of the city and beyond.
- **A Cardiff Parkway:** A new railway station in the east of the city will open up new opportunities for residents and business.
- **The Eastern Bay Link:** Cardiff Council will work with partners to deliver the full completion of the Eastern Bay Link.
- **A new Business Park for the East:** Cardiff Parkway offers a unique opportunity for prospective companies looking to invest in the UK. A new 100,000m² business park will add an extra dimension to the Cardiff offer in terms of office supply.
- **Eastern Distribution Centre:** Investment in the road infrastructure, linking with the M4, will open up new opportunities for distribution. Market demand for facilities is on the rise across the UK, and it is important that Cardiff can capture any investment taking place to make sure that the people of our city benefit.



Cardiff North: Innovation

Cardiff's greatest opportunity lies in the talent, attitude and industry of its people. The city's universities, in particular, have been fundamental to making Cardiff one of the most highly-skilled cities in the UK, providing a conveyor belt of talent in to the city economy. They are also a source of invention and creativity in the sciences, the arts and in business, and so need to become central to the city's ambitions in the way that they haven't been in the past.

In developing a Northern Knowledge Quarter we will provide a focal point for innovation in the city, building on the success of our universities.

Give us your views on our suggested priorities for the Cardiff North:

- **A New Innovation Campus:** We share Cardiff University's ambition to establish itself as one of the top 100 global universities and will work in partnership with the University to deliver the new Science and Innovation Campus. We will work with partners to develop a new Innovation Park covering Maindy Park and the Heath Hospital with Cardiff University and Cardiff and Vale University Health Board.
- **M4 Science Park:** We will work to develop a new science park at Coryton to support new advanced technology businesses, located near the junction of the M4 and A470 - creating potentially Wales' most accessible site.
- **Cardiff's Circle Line:** To complement the Science Park development we will also explore ways of completing the loop of the 'City Line' - creating a new Circle Line for Cardiff to provide regular and fast links between city communities.
- **North West Link:** We will improve access through the North West of the city to reduce the pressures on the transport system and to improve links with the rest of Cardiff.

Q14: What opportunities are there to support innovation in North Cardiff?



Major Events

One of the major factors behind Cardiff's ability to attract and retain talent is the city's leisure and cultural offer. As a capital city Cardiff is home to major international sporting and cultural events, made possible by some of Europe's best cultural and sporting infrastructure. This will be further enhanced through the development of a new Multi-purpose Arena in the city-centre.

We are committed to continuing to deliver a programme of major international sporting and cultural events. Events aren't just about attracting new people to the city however, they are also about bringing new ideas and experiences to the people who already live here. Local festivals like Sŵn, Diffusion and Cardiff Contemporary and events such as the Roald Dahl 'City of the Unexpected' have given something new to the city, and we need to build on their success.

Give us **your views** on our suggested priorities for the **Major Events**:

- **Major Events:** We will work with Welsh Government the Business Improvement District and other partners to develop a new programme of major events, building on the success of the Champions League.
- **Wales' cultural heart:** We will work with partners to develop a programme of home grown events and festivals to create a year long series of events that not only drives tourism, but delivers for the people of Cardiff.
- **Womanby Street:** We will secure the future of live music in Womanby Street by working with the city's business and arts communities, investing in the street itself and delivering a music strategy for Cardiff.

Q15: How should we use events to support the city's economy?



Inclusive Capital

Whilst jobs growth in itself is a positive, we want to move one step beyond this and make sure that the proceeds of growth are enjoyed by the many, not the few, in Cardiff. In responding to this we will adopt new means of assessing projects to understand how they will deliver opportunities for everyone.

Q16: How can we make sure everyone benefits from growth in Cardiff?

Give us **your views** on our suggested priorities for Cardiff to become a more **Inclusive Capital**:

- **Cardiff Commitment:** We will deliver the Cardiff Commitment in partnership with schools, businesses and education providers.
- **Living Wage City:** We will act as an advocate for the Real Living Wage initiative, with the objective of securing its adoption by the city's employers.
- **An expanded Social Enterprise sector:** We will explore with partner organisations the establishment of community-based social enterprises to support the Council's estate management and other support services.
- **Establishing an Inclusive Growth appraisal of major projects:** Working with the Joseph Rowntree Foundation we will adopt a means of making sure that investment in Cardiff delivers for the people of Cardiff.





Please send responses to this Green Paper to:
econgreenpaper@cardiff.gov.uk

Alternatively you can write to:
Economic Green Paper
Economic Development Team
Cardiff Council
County Hall
CF10 4UW



COUNCIL:

25 JANUARY 2018

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES

CONSTITUTION COMMITTEE – RECOMMENDATIONS ON COUNCIL PROCEDURE RULES AND SCRUTINY PROCEDURE RULES

Reason for this Report

1. To allow full Council to consider the Constitution Committee's recommendations in respect of proposed changes to:
 - i. the Council Meeting Procedure Rules; and
 - ii. the Scrutiny Procedure Rules (in relation to Call-In).

Background

2. The Constitution Committee has responsibility, in accordance with its approved terms of reference, for reviewing the Constitution and recommending any changes to full Council for approval.
3. The Chair of the Committee has identified a number of constitutional areas for potential review, and party groups have been consulted to seek their views. Members have been invited to consider ways to:
 - Improve the significance of meetings
 - Make Full Council meetings more meaningful
 - Increase the number of debates on policy matters
 - Create an improved platform for non-executive members to contribute to policy development
 - Increase back-bench contributions in debates
 - Make better use of time available/more manageable
 - Make best use of council resources.
4. The Committee has approved a Forward Work Plan 2017/18 to consider the above issues and any other relevant business.

Issues

Council Meeting Procedure Rules

5. Over the course of several Committee meetings (on 31st August 2017, 25th October 2017 and 8th January 2018), the Committee has considered the arrangements for meetings of full Council, which are governed by the

Council Meeting Procedure Rules ('the Rules'). Members have broadly agreed with the aim to have more focused Council meetings, with more time for opposition members and backbench members of the leading group to contribute. A number of potential changes to the Rules have been considered, and circulated to party groups for consultation.

6. Having carefully considered feedback from party groups, the Committee has formulated a number of proposed changes to the Council Meeting Procedure Rules. A schedule of the proposed changes is attached as **Appendix A**, along with a marked up copy of the amended draft Rules at **Appendix B**.
7. In summary, the recommended changes to the Rules cover the following:
 - i. A rule to limit tributes and eulogies;
 - ii. A limit of 2 Ordinary Motions per meeting (and rules for selecting the Motions if more than 2 are submitted);
 - iii. To change the allocation rules for Ordinary Motions by deducting Cabinet Green Papers from the leading group's allocation; removing Cabinet members and Assistants to Cabinet members from the proportionality calculations; and reducing the minimum number for any recognised political group;
 - iv. To introduce a 'Submission Period' (which brings forward the deadline) for Ordinary Motions in order to allow time for party groups to agree the selection of Motions if there are more than the maximum number (of 2) for a particular Council meeting;
 - v. A rule that amendments to Ordinary Motions must not negate the original motion ('wrecking amendments');
 - vi. A right for the Cabinet member to reply to a motion and (with the agreement of the mover and seconder) to move that the vote be adjourned to the next meeting, in order to give the Cabinet the chance to consider the matter first;
 - vii. A requirement for Cabinet Statements to be circulated with the Council agenda;
 - viii. To remove Cabinet members and Assistants to Cabinet members from the calculation of the proportional allocation of Oral Questions;
 - ix. To remove provision for a second supplementary question on Oral Questions;
 - x. To provide for composite answers to Oral Questions which are closely related or on the same subject matter, whenever appropriate;
 - xi. To allow political groups to identify their preferred speakers in advance on particular matters if they wish to (but retaining the discretion of the Lord Mayor); and
 - xii. To include the current time limits on agenda items within the Rules, with discretion for the Lord Mayor to extend them.
8. It is proposed that the above changes to the Council Meeting Procedure Rules should take effect from the start of the 2018/19 municipal year, that

is, at Annual Council on 24th May 2018; and then be reviewed at the end of that municipal year.

9. Certain other aspects of the Council Meeting Procedure Rules (such as the rules governing filming and recording of Council meetings) are also due to be reviewed by the Constitution Committee, and any further recommended changes to the Rules will be reported to full Council for approval in due course.

Scrutiny Procedure Rules

10. The Constitution Committee has also considered, and agreed to recommend, an amendment to the Call-In rules, which has been suggested by the Scrutiny Chairpersons.
11. At the Scrutiny Chairs Liaison meeting in August 2017, it was agreed that where a matter has been subject to pre-decision scrutiny, in order to avoid unnecessary duplication of work, a Call-In should *only* be permitted if there is significant new or additional information, which had not been previously considered by the Scrutiny Committee.
12. The Constitution Committee considered this matter at its meeting on 8th January, and agreed to recommend an amendment to Rule 12 (Call-In Procedure) of the Scrutiny Procedure Rules to this effect, as shown in **Appendix C**.

Other Issues

13. Members may also wish to note that, amongst other issues, the Constitution Committee is due to consider making constitutional provision for Cross-Party Working Groups. The intention is to increase the participation of non-executive members in the development of Council policy, by providing an additional platform for discussion and debate outside of formal settings. This matter is due to be considered at the Committee's next meeting, scheduled for 5th March 2018.

Legal Implications

14. The Local Government Act 2000 requires the Council to keep its Constitution under review and up to date. Article 14 of the Constitution provides for its review and revision.
15. Under its Terms of Reference, the Constitution Committee is authorised by the Council to review the Council's Constitution, and to recommend to Council any changes.
16. The recommended changes to the Council Meeting Procedure Rules and the Scrutiny Procedure Rules require the approval of full Council.

Financial Implications

17. There are no financial implications arising from the report.

RECOMMENDATIONS

Council is recommended to:

- (1) note the information set out in this report;
- (2) approve the proposed changes to the Council Meeting Procedure Rules, as shown in **Appendix B**, with effect from Annual Council in May 2018;
- (3) approve the proposed changes to the Scrutiny Procedure Rules, as shown in **Appendix C**; and
- (4) request the Monitoring Officer to update the Constitution accordingly.

DAVINA FIORE
DIRECTOR OF GOVERNANCE AND LEGAL SERVICES AND MONITORING OFFICER

18^h January 2018

APPENDICES

- APPENDIX A: Schedule of Proposed Changes to the Council Meeting Procedure Rules
- APPENDIX B: Council Meeting Procedure Rules – showing recommended amendments
- APPENDIX C: Scrutiny Procedure Rules – showing recommended amendments

Background papers

Constitution Committee reports, 'Council 25th May 2017: Reference back to the Constitution Committee of Proposed Changes to the Council Procedure Rules' (31st August 2017); 'Review of the Constitution' (25th October 2017); 'Council Meeting Procedure Rules' (8th January 2018); and 'Scrutiny Call-In Rules' (8th January 2018). Consultation with Group Leaders and Whips - emails from the Monitoring Officer dated 15/12/17 & 02/01/18

		policy, budget or other significance to the Council; and the number of Motions from the relevant group which have already been considered by full Council during that municipal year. The Lord Mayor's decision shall be final.		
<p>Ordinary Motions</p> <ul style="list-style-type: none"> Allocation 	<p>Proportional allocation agreed by group leaders, with a minimum of 2 Motions for any political group recognised by the Council (and annual limit may be increased to accommodate this)</p> <ul style="list-style-type: none"> Rule 22(f) 	<ul style="list-style-type: none"> Cabinet Green Papers debated at Council to be deducted from the leading group's allocation of Motions Remove Cabinet Members (10) and Assistants to Cabinet Members (4) from the calculation of political proportionality Reduce minimum number of Motions for any recognised political group to 1 	<p>Rule 22(f) amended</p>	<p>The proportional allocation of 14 Ordinary Motions under the proposed new rules would give:</p> <p>Lab – 6* (currently 10) Con – 5 (no change) Lib Dem – 2 (currently 3) Plaid – 1 (currently 2) TOTAL: 14</p> <p>*Minus the number of Cabinet Green Papers</p>
<ul style="list-style-type: none"> Submission dates 	<p>Current deadline is 5pm on the Tuesday of the week before Council (assuming no public holidays) – Rule 22(b)</p>	<p>To introduce a new 'Submission Period' for Ordinary Motions – from 9am on the third Monday before the Council meeting until 5pm on the Friday of that week (the second Friday before Council) – to allow time for party groups to agree the selection of Motions if there are more than the maximum number (of 2) for a particular Council meeting.</p>	<p>Rule 22(b) amended</p>	
<ul style="list-style-type: none"> Amendments 	<p>Must be relevant to the motion and will be to leave out and or add / insert words (Rule 22(p))</p>	<p>To rule out 'wrecking amendments' ie. those which negate the original motion</p>	<p>Rule 22(p) amended</p>	

<p>Ordinary Motions</p> <ul style="list-style-type: none"> • Cabinet response 	<p>No express rule to allow Cabinet members to speak in debate on Motions</p>	<ul style="list-style-type: none"> • New rule to give the relevant Cabinet member a right to reply to a Motion (as amended if applicable) and, subject to the agreement of the Motion Proposer and Seconder, to move that the vote on the Motion be adjourned to the next meeting - To allow an opportunity for the Cabinet to consider/address the matter). • If the vote on the Motion is adjourned, the Motion Proposer and Seconder <i>may</i> subsequently agree to withdraw it, in which case, the Cabinet member shall report on any action taken or agreed in the Cabinet member’s Statement at the next Council meeting. • If not withdrawn, the next Council meeting will vote on the Motion, as proposed by the Proposer and Seconder at the previous meeting, without further discussion. 	<p>Rule 22(t)(iv) added</p>	<p>The vote on the adjourned Motion shall not count for purposes of the limit of 2 Motions per meeting, and this is clarified in the proposed new rule, for the avoidance of any doubt.</p>
<p>Cabinet Statements</p>	<p>Rules provide for statements to be received from the Leader and Cabinet members at the meeting</p>	<p>New rule that Statements are to be circulated with the Agenda</p>	<p>Rule 6(c) amended</p>	

<p>Oral Questions</p> <ul style="list-style-type: none"> Allocation 	<p>Each political group is allocated 3 questions plus a proportional allocation of a further 15 questions; and independent members are allocated 1 question (Rule 17(c))</p>	<ul style="list-style-type: none"> Remove Cabinet members (10) and Assistants to Cabinet Members (4) from calculation of proportional allocation. Also, to provide that allocations will be reviewed annually (as under the current rules on allocation of Motions). 	<p>Rule 17(c)(ii) amended</p>	<p>Effect would be to change allocations as follows: Lab - 9 (currently 11) Con – 8 (currently 7) Lib Dem – 6 (currently 5) Plaid - 4 (no change) and Ind – 1 (no change) TOTAL: 28 Questions (no change)</p>
<ul style="list-style-type: none"> Second Supplementary 	<p>Rules allow one further supplementary to be asked by another Member (who is not a member of the same political group as the Member who asked the question) who is allowed 1 minute to ask the further supplementary question (and receive a 1 minute response) – Rule 17(d)</p>	<p>Remove provision for second supplementary question</p>	<p>Rule 17(d) amended</p>	
<ul style="list-style-type: none"> Composite Answers 	<p>Provision exists for composite answers to written questions (Rule 17(f)) but not oral questions.</p>	<p>To extend the provision for composite answers to oral questions which are closely related or on same subject matter, whenever appropriate (but retaining opportunity for supplementary questions from each questioner)</p>	<p>Rule 19(c) added</p>	
<p>Speakers in debates</p>	<p>No general provision or requirement for groups to nominate speakers</p>	<p>General rule to allow groups to notify the Chair of their speaker priorities (if they wish to do so) and for the Chair to call speakers in the prioritised order, without prejudice to the Chair’s discretion.</p>	<p>Rule 27(i) added</p>	

<p>Timings</p>	<p>Rules currently provide:</p> <ul style="list-style-type: none"> • agenda and timings to be agreed in advance by Chair with Leader (Rule 1(a)) • Oral Questions maximum 90 minutes (Rule 17(d)) 	<p>New Rule to provide that the time limits on agenda items can only be extended at the Chair’s discretion; and</p> <p>To insert time limits applied currently as a matter of practice, as follows:</p> <ul style="list-style-type: none"> • Cabinet statements – 45 minutes maximum for questions on statements; and • Ordinary Motions – 30 minutes maximum if no amendments; 45 minutes maximum if there are one or more amendments. 	<p>Rule 1(a) amended and sub-para (aa) added</p> <p>New Rule 16(a)(iii)</p> <p>New Rule 22(dd)</p>	
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PART 4 – RULES OF PROCEDURE

COUNCIL MEETING PROCEDURE RULES

Part 1 – Format and Content of Meetings

1 BUSINESS OF COUNCIL MEETINGS

(a) The agenda and timings for items of business for any Council Meeting shall be agreed [in accordance with these Rules](#) by the Chair in consultation with the Leader at least 6 Working Days prior to the date of the Council meeting.

[\(aa\) Any time limits on agenda items may only be extended at the discretion of the Chair.](#)

(b) The Chair may make any amendments to the draft agenda as they see fit.

2 ANNUAL MEETING OF THE COUNCIL

Timing of the Annual Meeting

(a) The Annual Meeting will take place within the following periods:

- (i) in a year when there is an ordinary election of Members, within 21 days following the retirement of the outgoing Members; or
- (ii) in any other year, the Annual Meeting will take place in March, April or May or as may be required at law.

Business to be transacted at the Annual Meeting

(b) The Annual Meeting will:

- (i) elect a person to preside at the meeting if the existing Chair or the Deputy Chair is not present;
- (ii) elect the new Chair;
- (iii) appoint the new Deputy Chair;
- (iv) approve the minutes of the last meeting;
- (v) receive declarations of interests from Members;
- (vi) receive from Members the Cardiff Undertaking in years where an ordinary election has taken place;
- (vii) receive any announcements from the Chair (if any);
- (viii) elect the Leader (where such election falls due);
- (ix) appoint members of the Cabinet (where such election falls due);
- (x) receive announcements from the Leader (if any) relating to the coming municipal year;
- (xi) decide on any amendment to the standing committees of the Council, including amendments to their size and terms of reference;
- (xii) decide on the allocation of seats on committees to political groups in accordance with the requirements of the Local Government and Housing Act 1989;

- (xiii) receive nominations of members to serve on each of the standing committees and make such appointments;
- (xiv) receive nominations and make appointments to serve on the outside bodies to which the Council may appoint members (except where doing so has been delegated by the Council or where only the Cabinet has authority to do so);
- (xv) elect a chair and a deputy chair for each of the committees;
- (xvi) approve a Scheme of Members Allowances;
- (xvii) approve a programme of ordinary meetings of the Council for the year;
- (xviii) approve a provisional programme of ordinary meetings of committees;
- (xix) agree any changes, amendments or revisions to the Council's scheme of delegation;
- (xx) for any year in which an ordinary election has taken place, receive a report from the Returning Officer of the Members elected; and
- (xxi) consider other matters which the Chair has certified urgent or appropriate.

3 ORDINARY MEETINGS

(a) Ordinary Meetings of the Council will take place in accordance with a programme decided at the Council's Annual Meeting. Ordinary Meetings will:

- (i) elect a person to preside if the Chair and Deputy Chair are not present (such person not being a member of the Cabinet);
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest (in accordance with the Members Code of Conduct);
- (iv) if relevant, receive through the Chair from relevant Members the Cardiff Undertaking;
- (v) receive any petitions;
- (vi) receive questions from the public and answers in accordance with Rule 18;
- (vii) receive any announcements from the Chair or Leader;
- (viii) receive any reports from the Council's Committees introduced by the relevant Committee chairperson, and deal with questions and answers on any of those reports;
- (ix) receive reports from any of the Council's statutory officers;
- (x) receive any reports about and any questions and answers on the business of joint arrangements and external organisations;
- (xi) consider Ordinary Motions;
- (xii) receive any statements or reports from the Leader and/or Cabinet Members and questions and answers on them;
- (xiii) receive Member questions and answers raised in accordance with Rules 16 and [17](#);
- (xiv) consider any other business in the summons to the meeting; and
- (xv) consider such other matters as the Chair certifies as urgent or appropriate.

4 EXTRAORDINARY MEETINGS

- (a) An Extraordinary Meeting of the Council may be called by:
- (i) the Council by resolution; or
 - (ii) the Chair.
- (b) The following persons may require the Chair to call an Extraordinary Meeting of the Council. If the Chair has not called a meeting (to be held within 10 Working Days of the request) within two Working Days of receipt of such a written request, then they may do so themselves:
- (i) the Leader;
 - (ii) the Head of Paid Service;
 - (iii) the Monitoring Officer or section 151 officer; or
 - (iv) any five Members of the Council.
- (c) Any request presented in accordance with this Rule must:
- (i) specify the business to be transacted at the meeting; and
 - (ii) be accompanied by a copy of any report for the meeting.
- (d) Any Extraordinary Meeting will:
- (i) elect a person to preside if the Chair and Deputy Chair are not present;
 - (ii) receive any declarations of interest from Members;
 - (iii) consider the business specified in the request; and
 - (iv) consider such other matters as the Chair considers to be urgent or appropriate.
- (e) For the avoidance of doubt, the business to be transacted at an Extraordinary Meeting may include one or ~~more~~ two Ordinary Motions pursuant to Rule 22, subject to variation of the deadline specified in Rule 22(b) as follows:

the words “by 5.00 pm at least 7 Working Days before the date of the meeting” shall be substituted with the words “at the same time as the request for the meeting is presented under Rule 4(b).”

5 TIME AND PLACE OF MEETINGS

- (a) The time and place of meetings will normally be determined by the Council or in the case of an Extraordinary Meeting by the Chair. In the case of meetings called under Rule 4(b) the time and place shall be set by the Proper Officer and notified in the summons.
- (b) The Proper Officer may in case of urgency or at the request of the Chair vary the date, time and place of meetings, subject to reasonable notice of the change having been given.

6 NOTICE OF AND SUMMONS TO MEETINGS

- (a) The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules.
- (b) At least 3 clear days (as required and defined by the relevant legislation and case law) before a meeting, the Proper Officer will send a summons (notice of meeting) by email to every Member. Any Member not wishing to receive the summons by email may request (in writing to the Proper Officer) such other reasonable method of delivery as they may wish.
- (c) The summons will give the date, time and place of each meeting, enclose the agenda and will be accompanied by ~~such-connected~~ reports and Cabinet statements as are available.

Part 2 – Conduct of Meetings

7 CHAIR OF MEETING

Power of person presiding at meeting

- (a) The person presiding at the meeting may exercise any power or duty of the Chair.

Conduct of meeting by Chair

- (b) The Chair shall have discretion to conduct the meeting to secure proper, full and effective debate of business items. The steps the Chair may take include:
 - (i) allowing more time to any speaker or item of business;
 - (ii) permitting a Member to speak more than once;
 - (iii) allowing officers of the Council to advise the meeting as appropriate; and
 - (iv) refusing any Member the opportunity to speak or restricting their rights to speak.
- (c) The Chair's discretion provided for by Rule 7(b) shall operate in precedence to any other Rule contained in the Council Procedure Rules.

8 QUORUM

- (a) The quorum of a meeting will be one quarter of the whole number of Members (rounded up to the nearest whole number).
- (b) If fewer than the quorum attend the meeting or if during any meeting the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at the next meeting or a time and date fixed by the Chair.

9 UNOPPOSED BUSINESS

- (a) The Chair may specify in the Agenda any business that they consider to be unlikely to be opposed by any Member. For example this would include reports that deal with administrative matters and on which the various political groups have already reached agreement. All business specified in the Agenda as unopposed may be dealt with at the meeting as one agenda item and passed by one resolution.
- (b) If any Member wishes for any agenda item that is noted as being unopposed to be dealt with in the normal way, then that Member may request the Chair to remove that item from the list of unopposed business. In such circumstances the Chair will add that item of business to the agenda as a separate item.

10 POINT OF ORDER

- (a) A Member may raise a point of order at any time by indicating to the Chair that they wish to speak. The Chair will hear them immediately.
- (b) A point of order may only relate to an alleged breach of these Rules or the law. The Member must first state the Rule or law to which he/she is referring and then indicate the way in which they consider it has been broken.
- (c) The ruling of the Chair on the matter will be final. Points of order will only be recorded in the minutes if the Democratic Services Manager considers that such an inclusion would provide greater clarity to the minutes.

11 PERSONAL EXPLANATION

- (a) A Member may make a personal explanation at any time by indicating to the Chair that they wish to speak. A personal explanation may only relate to:
 - (i) some material part of an earlier speech by the Member in the present debate which may appear to have been misunderstood;
 - (ii) to reply to an allegation of misconduct made against the Member giving the explanation; or
 - (iii) to make an apology to the Council.
- (b) The ruling of the Chair on the admissibility of a personal explanation will be final.
- (c) Points of personal explanation will only be recorded in the minutes if the Democratic Services Manager considers that such an inclusion would provide greater clarity to the minutes.

12 DECLARATIONS OF INTEREST

- (a) A Member may at any time declare a personal interest under the Members' Code of Conduct and when a Member stands to make a declaration he/she

shall be heard immediately and shall be allowed to make the declaration without interruption.

13 MEMBERS' CONDUCT

Members Speaking at Council

- (a) When a Member speaks at full Council they must address the meeting through the Chair and should stand (if able) when they are speaking. If more than one Member stands or otherwise indicates their desire to speak, the Chair will ask one to speak and the others must be quiet.
- (b) Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order, a point of personal explanation or to declare an interest.

Chair calling the meeting to order

- (c) When the Chair calls the meeting to order or stands any Member speaking at the time must stop and sit down. The meeting must be silent.

Member's to maintain order

- (d) The Chair is to maintain order in meetings and must call to order any Member who:
 - (i) is engaging in conduct which the opinion of the Chair constitutes criminal behaviour or contempt of court;
 - (ii) is obstructing the business of the meeting;
 - (iii) seeks to raise a matter outside the scope of the matter at hand;
 - (iv) acts in a discourteous way;
 - (v) is using disorderly, discriminatory or offensive language;
 - (vi) refuses to conform to any Rule or other requirement for the conduct of Members; or
 - (vii) disregards the authority of the Chair.

Member not to be heard further or to leave the meeting

- (e) If a Member disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further.
- (f) If the Member continues to behave improperly or offensively or deliberately obstructs business after such a motion is carried, the Chair may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period.

14 GENERAL DISTURBANCE

- (a) If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

15 DISTURBANCE BY PUBLIC

- (a) Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules or Rule (b) below.
- (b) If a member of the public interrupts or disrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt or causes disruption, the Chair may order their removal from the meeting room.

Part 3 – Procedures and Rules of Debate

16 QUESTIONS AND DEBATE ON REPORTS AND CABINET STATEMENTS

- (a) On Cabinet Member Statements presented to the Council:
 - (i) A Member may ask the person presenting the [report statement](#) any question or otherwise comment on the subject matter of the statement without notice. Following the Cabinet Members response to such questions, the Member asking the original question shall be allowed to ask a supplementary question to clarify the response to the question.
 - (ii) One minute shall be allowed for each of the question, answer, supplementary question and supplementary answer.
 - (iii) [A maximum of 45 minutes shall be allowed for questions and debate on Cabinet statements.](#)

- (b) On Reports presented to the Council

- (i) The person presenting the report shall have 6 minutes to introduce it. A maximum of 3 minutes will be allowed to each Member to speak in relation to the report. 3 minutes will be allowed for the presenter of the report to make their closing remarks in response to points raised by other Members.

17 ORAL AND WRITTEN QUESTIONS BY MEMBERS

General

- (a) In accordance with this Rule 17, a Member may ask questions of:
 - (i) the Leader or any Cabinet Member;
 - (ii) the chair of any committee or sub-committee; or
 - (iii) nominated members of the Fire Authority.

Submission of Questions

(b) A Member wishing to ask a Written Question should provide the question by email to the Council's mailbox for the submission of questions (as specified by the Democratic Services Manager). In doing so the Member must specify the person to whom the question is addressed.

(c) Oral Questions shall be submitted by (or on behalf of):

- (i) each of the spokespersons for each opposition political group recognised by the Council (or such other Member as the leader of that group may nominate); and
- (ii) a backbench Member of the ruling group(s) nominated to the Democratic Services Manager for such purpose;

by email to the Council's mailbox for the submission of questions (as specified by the Democratic Services Manager). In doing so the Member must specify:

- (i) the name of the Member asking each question; and
- (ii) the order in which the group wishes to ask its questions.

Each such person shall be entitled to submit a maximum of the number of questions that are allocated to their political group calculated in accordance with the following rules:

- (i) Each political group recognised by the Council shall automatically be entitled to 3 Oral Questions; ~~and~~
- (ii) ~~In addition, a~~ further 15 Oral Questions shall be allocated amongst the political groups in proportion to their representation on the Council, ~~but Cabinet members and Assistants to Cabinet members shall be disregarded for the purposes of such calculation; and~~
- (iii) ~~In addition a~~ Any Members who are not members of any political group recognised by the Council shall be entitled to submit one Oral Question each.

~~Unless those Members agree otherwise, the order in which they shall be entitled to submit questions shall be determined by rotation.~~

~~The allocation will be reviewed annually by the leaders of the political groups in consultation with the Chair.~~

(d) Questions will be dealt with in accordance with the following procedures.

Oral Questions

Oral Questions will be dealt with in accordance with the following procedure:

Day	Action
12.00 noon, 2 Working Days prior to Council Meeting	Deadline for the Submission of Oral Questions
At Council Meeting questions shall be made available in writing and online at least 30 minutes prior to the start of the meeting and dealt with as set out opposite.	<p>A maximum of 90 minutes shall be allowed for Oral Questions, any questions that are not dealt with in this time limit shall fall.</p> <p>Each Oral Question will be made available in writing and online at the start of the meeting and dealt with in the following order:</p> <ul style="list-style-type: none"> - Oral Questions shall not be read orally, but will be dealt with in rounds. In the first three rounds each political group shall each be entitled to ask one question. In subsequent rounds, only political groups with remaining Oral Questions shall be entitled to ask questions. - In each round the ordering of the questions shall be determined by the size of each of the political groups (with the largest going first) except that the ruling group(s) shall go last. - Questions from Members who are not members of a political group recognised by the council shall be asked at the start of the fourth round. Unless those Members agree otherwise, the order in which they shall be entitled to submit questions shall be determined by rotation. <p>Each question shall be answered orally by the Cabinet Member that the Cabinet deem most suitable to respond (or by the relevant chair of a committee or nominated member of the fire authority if the question was so addressed). A maximum of one minute shall be allowed for the answering of the question.</p> <p>The Member who submitted the question shall then be allowed one minute to ask a supplementary question.</p> <p>The person to whom the question is addressed shall have one minute to answer the supplementary question.</p> <p>One further supplementary question may be asked by another Member provided that the asker is not a member of the same political group as the Member who submitted the original question. The Member asking the further supplementary question shall be allowed one minute to ask it, and the response shall also be limited to</p>

Urgent Oral Questions

- (e) At the end of the period allocated for Oral Questions the Chair may allow Members to ask further Oral Question for which notice under Rule (b) above has not been given if:
- (a) the Chair and the person to whom the question is addressed has been given at least two hours written notice of the question prior to the start of the meeting; and
 - (b) the Chair has confirmed to the Member asking the Question and the person to whom it is addressed that they are satisfied that the question is of urgent public importance and could not be better dealt with under any other Rule or other procedure of the Council.

Written Questions

- (f) Written Questions may be asked at any time and will be dealt with as set out below:

Day	Action/Comment
9.00am 9 Working Days prior to Council Meetings	<p>Deadline for the submission of Written Questions for an answer to be received at the Council Meeting.</p> <p>If a question is submitted following this deadline it will be answered at the following Council Meeting.</p> <p>If a Member submits more than 5 Written Questions, only 5 of these Questions (which the Member will be invited to prioritise) will be answered at the Council Meeting; and the remaining Questions will be answered at the following Council Meeting.</p> <p>The Monitoring Officer shall have discretion to instruct that a composite answer may be given to Written Questions which are closely related or on the same subject matter, wherever she considers this appropriate.¹</p>
12.00 noon on the day of the Council Meeting	<p>Deadline for answers to Written Questions which are to be answered at the Council Meeting (as referred to above) to be circulated by email to all Members.</p>

A full copy of each Written Question (together with the answers to them) will be attached to the minutes of the meeting.

¹~~This will take effect for the March 2015 Council meeting (as there are no Written or Oral Questions at the February Budget Council); and be trialled up until and including the Council meeting in November 2015, during which time the changes would be monitored and reviewed, and thereafter made permanent or further amended~~

Rejection of Questions

- (g) The Chair may reject an Oral Question, Urgent Oral Question or a Written Question if in their opinion it:-
- (i) is not in relation to Relevant Business (as defined in Rule 35);
 - (ii) is in relation to Inappropriate Business (as defined in Rule 35);
 - (iii) is substantially the same as a question which has been put at a meeting of the Council in the past six months and there has been no material change in the answer which would be given; or
 - (iv) is a statement or otherwise is not a genuine enquiry.

Withdrawal of questions

- (h) A question may not be withdrawn except with the consent of the person it is addressed to.
- (i) If the Chair or the Monitoring Officer considers that a response to a question could be provided by a senior officer prior to the relevant Council meeting, then the Monitoring Officer may contact the Member concerned to ascertain whether the Member agrees that the question could be withdrawn.

Written record of Oral Questions and Responses

- (j) A written record of Oral Questions and related supplementary questions that are put at the meeting together with the responses provided, will be circulated by or on behalf of the Democratic Services Manager to all Members and the media noted as having attended the meeting by no later than 5.00pm five Working Days following the day of the Council meeting.
- (k) Prior to issue the written note of a response to a supplementary question must be checked for accuracy by the responding person.
- (l) No written note of a response to a supplementary question will be provided to the media before being provided to Members.

18 PUBLIC QUESTIONS

- (a) A period of up to 15 minutes in each meeting shall be allowed for public questions.
- (b) Any person (other than Members) who resides or works in the area of the City and County of Cardiff may ask questions of Cabinet Members or of the chairpersons of committees of the Council at Ordinary Meetings of the Council.
- (c) A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the mailbox set up by the Democratic Services Manager for such purpose no later than 5pm, 6 Working Days before the day of the meeting. Each question must give the name and address of the

questioner and must specify the person to whom it is to be put (by name or title).

- (d) At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.
- (e) The number of questions that an individual can ask in a municipal year shall be limited to two, with any further questions being accepted only at the discretion of the Chair.
- (f) The Chair may reject a question if it:
 - (i) is not related to Relevant Business (as defined in Rule 35);
 - (ii) is in relation to Inappropriate Business (as defined in Rule 35);
 - (iii) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
 - (iv) relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman;
 - (v) relates to the activities and aims of a political party or organisation;
 - (vi) relates to a Regulatory Decision or a matter which may result in a Regulatory Decision;
 - (vii) is a statement or otherwise is not a genuine enquiry; or
 - (viii) would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer.

The ruling of the Chair in the above matters shall be final.

- (g) The Proper Officer will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting.
- (h) Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions.
- (i) If the questioner is absent or fails to identify themselves then the question will be deemed to be withdrawn.
- (j) A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must relate to the original question or the answer given and be limited to one minute. The Chair may reject a supplementary question on any of the grounds set out in (f) above.

Answers

- (k) No more than five minutes will be allowed for a response to any one question.

- (l) Any question which cannot be dealt with during public question time, either because of lack of time or because of the nonattendance of the Member, to whom it was to be put, will be dealt with by a written answer and a copy of the answer will be recorded in the minutes of the meeting.

19 GENERAL PROVISIONS RELATING TO ANSWERS TO MEMBER AND PUBLIC QUESTIONS

(a) An answer may take the form of:

- (i) an oral answer given by the person to whom the question is addressed or another person nominated by them;
- (ii) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (iii) where the reply cannot conveniently be given orally, a written answer circulated later to Members of the Council.

(b) A person to whom a question is addressed may decline to answer provided that they state the reason for declining to answer.

(c) The Monitoring Officer shall have discretion to instruct that a composite answer may be given to any questions which are closely related or on the same subject matter, wherever she considers this appropriate. This shall not prejudice any right to ask a supplementary question, which may be available under the Council Meeting Procedure Rules.

20 PETITIONS

(a) Where a Member delivers a petition to the Council the Member may outline the request by the petitioners, the reason for the request and the number of the signatories provided that in any event the Member may not speak under this rule for more than one minute.

(b) Petitions shall be divided into three classes and shall be addressed as follows:

- (i) A petition bearing less than 20 signatures shall be dealt with by normal correspondence.
- (ii) A petition bearing 21-50 signatures shall be noted at the meeting and passed to a relevant officer of the Council for a written response.
- (iii) A petition bearing 51 or more signatures shall be noted and passed to the relevant Cabinet Member for consideration and a written response.²

21 GREEN PAPERS³

General

(a) An opportunity for one Cabinet Member to bring forward a Green Paper will be given at each Ordinary Meeting of the Council (but not the Annual Meeting or the budget meeting of Council).

Procedure for the Debate of Green Papers

²Subject to further review following referral back to Constitution Committee.

³Subject to further review following feedback from Cabinet Members.

- (b) Any Cabinet Member bringing forward a Green Paper must provide the Chair and the Democratic Services Manager with a copy of the Green Paper at least 5 Working Days prior to the Ordinary Meeting. A copy of the Green Paper shall be attached to the Agenda for the meeting.
- (c) Members shall be given a chance to respond to the Green Paper at the meeting (as set out below) and the Green Paper must also provide an opportunity for Members to give written comments following the meeting at which the Green Paper is presented.
- (d) In the debate:
- (i) The Cabinet Member proposing the Green Paper shall be given 15 minutes to speak, but may choose to allocate a proportion of that time to other Members provided that they:
- (a) indicate to whom they will allocate time and how much time will be allocated to them at the start of the debate; and
- (b) in doing so a maximum of 5 Members may speak (including the Cabinet Member proposing the Green Paper).
- (ii) The debate shall then be opened to the floor for Members to give their initial response to and comments on the Green Paper. A maximum of 10 minutes shall be allowed for such debate and no one Member shall be permitted to speak for more than 3 minutes.

22 ORDINARY MOTIONS

General

- (a) No Ordinary Motion moved by notice pursuant to this Rule 22 will be debated at the Annual Meeting of the Council.
- (b) In order to move an Ordinary Motion it must be emailed by the proposer, and seconded by email to the mailbox allocated for that purpose by the Democratic Services Manager, during the 'Submission Period'. For the purposes of this Rule, the Submission Period shall start at 9am on the third Monday before the Council meeting, and end at 5pm on the Friday of that week (the second Friday before the Council meeting) by 5.00pm at least 7 Working Days before the date of the meeting.
- (c) Every Ordinary Motion properly delivered will be dated and registered by the Democratic Services Manager in the order in which they were received and open to Members' inspection after the deadline for receipt end of the Submission Period.
- (d) Subject to the rules on the number and allocation of Ordinary Motions set out under paragraphs (e) to (fg) below, Ordinary Motions will be listed on the

agenda in the order in which the notices were received.

(dd) A maximum of 30 minutes shall be allowed for the debate on each Ordinary Motion, unless one or more amendments are moved, in which case the time allowed shall be extended to 45 minutes.

Number and Allocation of Ordinary Motions

- (e) Subject to Rule (f) below, the number of Ordinary Motions shall be limited to a maximum of 2 motions at each Council meeting where Ordinary Motions may be considered~~20 motions in each municipal year.~~ Urgent Ordinary Motions (under this Rule 22, paragraph (j)) and Ordinary Motions at any Extraordinary Meeting held (under Rule 4) shall be disregarded in counting the maximum number of Motions set under this paragraph.
- (f) ~~The allocation of~~ Ordinary Motions will be allocated amongst the political groups in proportion to their representation on the Council and as agreed between the political groups, subject to:
- ~~(i) The allocation will be reviewed annually by the leaders of the political groups in consultation with the Chair.~~ No political group recognised by the Council shall be allocated less than two one Ordinary Motions in a municipal year. If necessary, the maximum number of Ordinary Motions ~~in a year~~at a Council meeting (set under paragraph (e) above) may be increased to accommodate this.
- (ii) Cabinet Green Papers (debated at full Council under Rule 21) shall be deducted from the number of Ordinary Motions allocated to the leading group.
- ~~(i)(iii)~~ Cabinet Members and Assistants to Cabinet Members shall be disregarded in the calculation of political proportionality for the purposes of the allocation of Ordinary Motions under this Rule.
- (ff) The allocation will be reviewed annually by the leaders of the political groups in consultation with the Chair.
- (fg) If more than the maximum number of Motions permitted under paragraph (e) above are submitted for a particular Council meeting, the Chair shall decide which Motions are to be taken, following consultation with party groups. Factors to be considered in selecting Motions shall include the urgency of the Motion (whether it may reasonably be taken at a later meeting); any policy, budget or other significance to the Council; and the number of Motions from the relevant group which have already been considered by full Council during that municipal year. The Chair's decision shall be final.

Scope of Ordinary Motions

- (g) Ordinary Motions must be in relation to Relevant Business and must not be Inappropriate Business (as defined in Rule 35).
- (h) Any Ordinary Motion which requires a change in the budgetary framework may only call for a report on the matter to be prepared for consideration by the Executive and or Council as appropriate.

- (i) If any Ordinary Motion appears to the Chair to be not presently contained within the approved Council Budget for the year in question, it will still be included on the agenda for the meeting. However a statement from the Chair to this effect and stating that the Ordinary Motion shall be deferred to the next ordinary meeting of Council so that written legal and financial advice may be given to Members before the motion is debated.

Urgent Ordinary Motions

- (j) The Chair has the authority to agree to take an urgent Ordinary Motion which is not on the agenda (or to place an urgent Ordinary Motion on the agenda if sufficient notice is received).
- (k) The discretion is entirely that of the Chair who alone needs to be satisfied as to the need for urgency but an urgent Ordinary Motion should not be taken unless the Chair is satisfied that:
 - (i) the proposer of the motion has taken all reasonable steps to notify the Chair and the Monitoring Officer of their desire to raise an Urgent Motion at the earliest opportunity;
 - (ii) and the motion requires an urgent decision in relation to an important public interest matter and it cannot reasonably be dealt with by other means; and
 - (iii) the motion is seconded.
- (l) In all cases, the reason for the urgency shall be clearly stated, and the Chair will explain to the Council the reason why they have accepted an Urgent Ordinary Motion.

Withdrawal or alteration of Ordinary Motions

- (m) No Ordinary Motion can be withdrawn or deferred once it has been delivered except:-
 - (i) if prior to the commencement of the meeting notice of withdrawal in writing signed by the proposer, and seconder has been delivered to the Democratic Services Manager; or
 - (ii) a Member may withdraw an Ordinary Motion of which they have given notice at any time after the meeting has commenced provided that they have not moved the motion or spoken on it and they have the consent of the meeting.
- (n) A Member may alter their own motion only with the consent of the meeting. Only alterations which could be made as an amendment may be made.

Amendments to Ordinary Motions by other Members

- (o) An amendment to an Ordinary Motion may not be moved unless notice of the amendment has been given to the Democratic Services Manager by email, and seconded by 5.00pm 2 Working Days before the meeting.
- (p) An amendment to an Ordinary Motion must be relevant to the motion and will

be:-

- (i) to leave out words;
- (ii) to leave out words and insert or add others; or
- (iii) to insert or add words.

as long as the effect of (i) to (iii) is not to negate the motion.

- (q) Any amendments to Ordinary Motions will be called by the Chair in an order determined by the Chair, in consultation with the Monitoring Officer. The ordering shall be selected to facilitate coherent debate and to, wherever reasonably possible, allow each amendment to have the opportunity to be voted upon.
- (r) Each amendment will be proposed and seconded and then put to the vote in the order determined by the Chair.

Right of reply and Voting on the Ordinary Motion

- (s) Once amendments have been put to the vote, the principal motion, as amended if any amendments have been carried, will then be put to the vote.
- (t) The rights of reply before the vote on an Ordinary Motion takes place are as follows:
 - (i) Before any amendment is put to the vote, the Member who proposed the Ordinary Motion shall be given an opportunity to respond to the amendment.
 - (ii) If no amendments are proposed or carried to an Ordinary Motion, then the Member who proposed the motion shall be given the right of reply before the Ordinary Motion is put to the vote.
 - (iii) If any amendment(s) is carried then the proposer of the amendment shall have the right of reply before the Ordinary Motion (as amended) is voted on. In the event that more than one amendment has been carried, then the Chair shall use their discretion to determine which of the proposers of the amendments shall have the final right of reply.

(iv) Before the proposer of an Ordinary Motion or the proposer of an amendment exercises a right of reply given under sub-paragraph (ii) or (iii) above, a relevant Cabinet member (or an Assistant to Cabinet member) shall have the opportunity to respond to the Motion on behalf of the Cabinet. If the proposer and seconder of the motion are in agreement, the Cabinet member (or Assistant to Cabinet member) may move that the vote on the Motion be adjourned until the next meeting of Council. If such an adjournment motion is passed, at the next suitable full Council meeting:

(a) a vote on the adjourned Ordinary Motion will be taken without further discussion, unless prior to the commencement of the meeting, notice of withdrawal in writing signed by the proposer and

seconded has been delivered to the Democratic Services Manager. (For the avoidance of doubt, a vote on an adjourned Ordinary Motion under this Rule shall not count for the purposes of the maximum number of Motions permitted at that Council meeting under Rule 22(e)); or

(b) if the Motion has been withdrawn in accordance with sub-paragraph (a) above, the Cabinet Member shall report back to Council in his or her Cabinet Member Statement on the withdrawal and any action taken or agreed with the Motion Proposer and Secunder in this regard.

(u) A Member exercising a right of reply will not introduce any new matter and after the reply, a vote shall be taken without further discussion.

23 AMENDMENT TO MINUTES OF COMMITTEE REFERRED FOR DECISION

(a) An amendment to a minute of a Committee or a Sub-committee before the Council for decision can only be moved in the same way as an Ordinary Motion.

24 AMENDMENTS TO REGULATORY DECISION

(a) No amendment may be moved to a Regulatory Decision.

(b) No amendment may be moved which would have the effect of disproving the recommendation of a Committee or a Sub-Committee in relation to a Regulatory Decision.

(c) For the purposes of this Rule a Regulatory Decision is the determination of an application for planning permission or any decision, determination, action, direction, order, approval, refusal or enforcement action in exercise of the powers of the Council as the local planning authority or those powers specified in section B of Schedule 1 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007.

24aA AMENDMENTS TO REPORTS BEFORE COUNCIL

(a) An amendment to a report before Council may not be moved unless notice of the amendment has been emailed by the proposer, and seconded by email, to the Democratic Services Manager by 9:00am on the Working Day before the meeting.

25 MOTIONS DURING MEETINGS

(a) In addition to any other provision of these Rules the following motions may be moved without notice by any Member during a meeting:-

- (i) to appoint a Member to Chair the meeting if the Chair of Council or the Deputy Chair of Council is not present;
- (ii) in relation to the accuracy of minutes of the Council;
- (iii) to change the order of business in the agenda;

- (iv) to refer something to an appropriate Committee, body or individual for consideration or reconsideration;
- (v) to appoint a Committee or Member arising from an item on the Agenda;
- (vi) to receive reports and/or to adopt recommendations of the Cabinet, committees or officers;
- (vii) to amend a motion except one to which Rule 22 applies;
- (viii) to proceed to the next business;
- (ix) that the question be put to the vote;
- (x) to adjourn a debate or a meeting;
- (xi) to extend the time limit for a speech or item of business;
- (xii) to consider Ordinary Motions submitted under rule 22 in excess of the number specified in Rule 22(e); and
- (xiii) to exclude the public and media in accordance with the Access to Information Procedure Rules, as set out in Part 4 of the Constitution.

26 CLOSURE MOTIONS

- (a) Subject to rule (d) below, a Member may move, without comment, the following motions at the end of a speech of another Member;
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will give the mover of the original motion a right of reply and then put the closure motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will put the closure motion to the vote. If it is passed he will give the mover of the original motion a right of reply before putting any amendments which have been seconded and debated and then the substantive motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, the Chair will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

26A TRIBUTES AND RECOGNITIONS

Tributes and recognitions may be received as follows:

- (i) Death of sitting Councillors – The Chair shall have discretion to invite group leaders or another nominated speaker from each group and Independent Member/s to pay tribute;
- (ii) Death of a past Lord Mayor –The Chair will make an announcement and pay tribute; and
- (iii) Death of a former Councillor – The Chair will make an announcement only.

The Chair shall have discretion to announce a one minute silence.

27 GENERAL RULES OF DEBATE

- (a) Unless matters are otherwise provided for by other procedures contained in these Rules, the following rules of debate shall apply to the conduct of all business of the Council.
- (b) Members may speak in English or Welsh.
- (c) No speeches may be made after the mover has moved a motion until the motion has been seconded. The Chair may allow the mover to explain the purpose of the motion if he/she thinks fit. The proposer of the motion shall have the right to make the first speech in relation to the motion which he/she has moved.
- (d) When seconding a motion or amendment, a Member may reserve their speech until later in the debate.
- (e) Unless notice of the motion has already been given, the Chair may require it to be written down and handed to the Chair before it is discussed.
- (f) Speeches must be directed to the question under discussion or to a personal explanation or point of order and avoid Irrelevant Business (as defined in Rule 35).
- (g) Proposers of motions or movers of reports may speak for up to six minutes. Unless otherwise stated in these Rules, no other speech may exceed three minutes without the consent of the Chair.
- (h) Unless the Chair is of the view that exceptional circumstances exist, a Member who has spoken on a matter may not speak again whilst it is the subject of debate.
- (i) At any time before the start of the Council meeting, each of the political groups may, through their nominated spokesperson, provide the Chair with a list of their priority speakers in respect of any one or more agenda items. Without prejudice to the Chair's discretion (under Rule 7(b)), and subject to compliance with these Council Meeting Procedure Rules, the Chair will endeavour to allow the named Members to speak in the relevant debate in the prioritised order.

28 PREVIOUS DECISIONS AND MOTIONS

Motion to rescind a previous decision

- (a) A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least twenty one Members.

Motion similar to one previously rejected

- (b) A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least twenty one Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Part 4 – General Provisions

29 VOTING

Majority

- (a) Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

Chair's casting vote

- (b) Except in the case of a vote under Rules (e) and (f) below, if there are equal numbers of votes for and against, the Chair will have a second or casting vote.

Method of Voting

- (c) In normal circumstances voting will be carried out electronically and the names of those voting for, against or abstaining from voting will be recorded electronically and entered into the minutes.
- (d) If a matter seems to be uncontroversial (and no objection is received from any Member) the Chair may determine that a vote by a show of hands is sufficient. Where any Member requests it immediately before or after a vote on a show of hands is taken, their vote will be so recorded in the minutes to show whether they voted for or against or abstained from voting.

Voting on appointments excluding employee appointments

- (e) If there is one position (in a body or organisation) to be filled by a nominee of the Council and more than one person is nominated for that position then the position will be filled by the person with the greatest number of votes.
- (f) If there are two or more positions (in a body or organisation) to be filled by nominees of the Council and the number of nominations exceeds the number of such positions each Member of the Council will be able to exercise one vote for each such position (but may vote only once for each nominee) and the persons to whom more votes have been given than other persons up to the number of positions to be filled, shall be appointed.

Voting on employee appointments

- (g) In the event of there being more than two candidates for an appointment and no candidate receives the required majority on the first vote, the candidate with

the least number of votes will be eliminated and a further vote will be taken. This procedure will be repeated until a candidate receives the required majority. If more than one candidate has the same number of votes and that is the lowest number of votes cast, a vote will be taken to decide the candidate to be eliminated from future votes. In the event of an equal number of votes being cast at this stage, the Chair will have a casting vote.

- (h) The Chair will have a casting vote only in the circumstances mentioned in the preceding paragraph.

30 MINUTES

Signing the minutes

- (a) The Chair will sign the minutes of the proceedings at the next meeting (unless it is an Extra-Ordinary Meeting). The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

Form of minutes

- (b) The form of the minutes will be a matter for the Proper Officer but will include:-
- (i) all motions and amendments in the exact form and order the Chair put them;
 - (ii) replies given to Oral Questions; and
 - (iii) written questions and answers (as referred to at Rule 17).

31 RECORD OF ATTENDANCE

- (a) All Members present during the whole or part of a meeting must accurately record their attendance on the record of attendance provided for that purpose.

32 RECORDINGS OF MEETINGS OF THE COUNCIL

- (a) Council meetings shall be webcast ('the official recording'). Other than the official recording, no recording shall be made of the proceedings of meetings of the Council whether audio or visual and by whatever method except with the express authorisation of the meeting.
- (b) If a person records the proceedings of any meeting (or causes such recording to be effected) without authorisation then the Chair will order their removal from the meeting room and shall not permit them to be admitted to a further meeting except on a written undertaking to desist from such recording and on the destruction of such recordings as may have been made and anything derived from them.

33 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

Suspension

- (a) All or any of these Council Rules of Procedure except Rule 29 may be suspended by motion on notice or without notice if at least one half of the whole number of Members is present.

Amendment

- (b) Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

34 OFFICER ADVICE

- (a) Any report placed for decision before Council should contain all necessary advice to enable Members to take a decision. Reports will be circulated in advance of the meeting and if a Member requires clarification on an issue related to the report, this should be sought prior to the meeting.
- (b) Further officer advice will only be available at the meeting of Council with the consent of the Chair, in consultation with the Head of Paid Service. If there is a need for further detailed legal or financial advice to be provided, the meeting should be adjourned.

35 INTERPRETATION

- (a) In these Rules the following words shall have the following meanings.

“Relevant Business” means matters for which the Council has a responsibility and which substantially affect the well-being of the administrative area of the Council and/or the citizens (or a significant group of them) of the Council.

“Inappropriate Business” means matters that:

- (i) are not in relation to a matter for which the Council has a responsibility and which affects the administrative area or citizens of the Council;
- (ii) are defamatory, frivolous or offensive;
- (iii) require the disclosure of confidential or exempt information; or
- (iv) relate to the personal circumstances or conduct of any officer and Member or conditions of service of employees; or
- (v) relate to an individual, particular group or business or the questioner’s own particular circumstances; or
- (vi) are ultra vires the Council or unlawful.

“Working Day” means a normal working day in Wales when banks are open for normal business (for the avoidance of doubt, excluding weekends and public holidays).

- (b) Any reference to “in writing” or “written” shall include email.
- (c) The Chair’s ruling on the interpretation of these terms in relation to the application of these Rules shall be final.

Council Meeting Timetable Summary (assuming no public holidays)

	Day	General Actions	Oral Question Procedure	Written Questions		Ordinary Motions
Mon	-13					9am – Start of the Submission Period for submission of Ordinary Motions
Tues	-12					
Weds	-11					
Thu	-10					
Fri	-9			9am Deadline for asking questions to ensure answer given by meeting.		5pm – End of Submission Period (deadline for submission)
WEEKEND						
Mon	-8					
Tue	-7					5pm – Deadline for Submission of Ordinary Motions
Wed	-6	- 5pm - Deadline for Submission of Public Questions				
Thu	-5	Deadline for submission of Green Papers				
Fri	-4	Summons and Agenda Circulated				
WEEKEND						
Mon	-3					
Tue	-2		12.00 noon – Deadline for submission of Oral Questions			5pm - Deadline for submission of amendments to Ordinary Motions
Wed	-1	9am - Deadline for submission of amendments to reports				
Thu	0	Council Meeting		12.00 noon - Written copies of questions and answers circulated by email		
Fri	1					
WEEKEND						
Mon	2					
Tue	3					

Wed	4					
Thu	5	Circulation of written copy of Oral Question/Answers				

Updated 23 March 2017

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PART 4 – RULES OF PROCEDURE

SCRUTINY PROCEDURE RULES

1 Scrutiny Committees

The Council will have the five Scrutiny Committees set out in Article 6 and will appoint to them as it considers appropriate from time to time. Scrutiny Committees will have a membership determined by the Council.

Scrutiny Committees may appoint "Task and Finish" Sub Committees to be established for a fixed period, on the expiry of which they shall cease to exist. These will not exercise the formal powers associated with scrutiny (which are the preserve of the Committees), but can contribute to, or inform, the scrutiny process.

2 Members of Scrutiny Committees

All councillors, except members of the Cabinet, may be members of a Scrutiny Committee. However, no member may be involved in scrutinising a decision which he/she has been directly involved in taking.

3 Co-opted Members

The Children & Young People Scrutiny Committee shall include in its membership the following voting representatives:

- (a) 1 Church in Wales diocese representative;
- (b) 1 Roman Catholic diocese representative; and
- (c) 2 parent governor representatives.

When matters unrelated to education functions, which are the responsibility of the executive, fall to be considered by the Children & Young People Scrutiny Committee, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

4 Meetings of the Scrutiny Committees

Scrutiny Committees shall generally meet on a monthly basis. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny committee meeting may be called by the Chairperson of the relevant Scrutiny Committee if he/she considers it necessary or appropriate.

Scrutiny Committee meetings will generally be held in public in accordance with the provisions of the Access to Information Procedure Rules.

5 **Quorum**

The quorum of a meeting will be one quarter of the whole number of members of that Scrutiny Committee/Sub Committee. During any meeting, if the Chairperson declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairperson. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of the Scrutiny Committee/Sub Committee.

6 **Chairperson**

Scrutiny Chairpersons will be appointed on a politically proportionate basis in accordance with the provisions of sections 66 – 75 of the Local Government (Wales) Measure 2011.

7 **Scrutiny Role and Conduct of Business**

Within their terms of reference, Scrutiny Committees:-

- (a) Will set their own work programmes and submit Annual Reports for consideration by the Council. Such reports will outline previous, and ongoing, investigations, and set out any known future work programme.
- (b) May make proposals to the Cabinet regarding policy and service development and scrutinise and review decisions made, or actions, taken in connection with the discharge of any Council functions.
- (c) May use the budgets allocated to them, relevant Council employees, advisers and assessors to assist them in fulfilling their role. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and/or expenses for doing so. They must comply with the Council's procedures and keep within the budgets allocated to them in so doing.
- (d) As far as possible, will ensure that the objectives of any proposed business are set out in its programme.

8 **Agenda items**

- (a) Any member of a Scrutiny Committee may give notice to the Operational Manager of Scrutiny Services that he/she wishes an item relevant to the functions of that committee to be included on the agenda for a future meeting. On receipt of such a request, the Chairperson will ensure that it is included as an item on the next suitable agenda.

- (b) Scrutiny Committees shall respond, as soon as their work programme permits, to requests from the Council or the Cabinet, to review particular areas of Council activity. Where they do so, the Scrutiny Committee shall report their findings, and any recommendations, back to the Cabinet and/or Council, as appropriate.

9 Reports from Scrutiny Committees

- (a) Once it has formed recommendations following the conclusion, or part conclusion, of its deliberations on a particular topic, a Scrutiny Committee will prepare a formal report and submit it for consideration by the Cabinet (if the report relates to a Executive Decision or proposal) or to the Council (if the recommendation would require a departure from, or a change, to the agreed budget and policy framework).
- (b) If a Scrutiny Committee cannot reach unanimous agreement on the content of a report to the Council or Cabinet as appropriate, then any member of the committee may request that the points of difference between their view and that of the majority and the reasons for the difference in view be recorded in the Scrutiny Committee report and submitted for consideration by the Council or Cabinet as appropriate. Where a minority report is requested, it must be requested before the Committee's report on the topic under scrutiny is determined.
- (c) The Council or Cabinet shall give consideration to a formal report of a Scrutiny Committee and any minority report at an appropriate meeting. Where appropriate, the Scrutiny Committee shall receive a written response from the Cabinet to its formal report and any minority report, as soon as is practicable following the consideration of the report by the Cabinet. The appropriate Cabinet Member will also attend a future meeting of the scrutiny committee to present any response.
- (d) Where a scrutiny committee prepares a report for consideration by the Cabinet in relation to a matter where the decision making power has been delegated to an individual member of the Cabinet, then the Scrutiny Committee will submit a copy of their report to him/her for consideration. The member with delegated decision-making power must consider the report and respond in writing to the Scrutiny Committee. The member will also attend a future meeting of the Scrutiny Committee to present their response.

10 Rights of Scrutiny Committee members to documents

Members of Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

11 Hearing evidence and receiving information

- (a) Scrutiny Committees may receive written submissions or call witnesses to assist them in their examination of topics.
- (b) They may require any Cabinet Member and/or Council officer to attend to explain, in relation to matters within their remit:-
 - (i) any decision or series of decisions;
 - (ii) the extent to which actions taken implement Council policy; and/or
 - (iii) the performance of any Council service within their portfolio or management responsibility
 - (iv) and it is the duty of those persons to attend if so required.
- (c) Where any member or officer is required to attend a Scrutiny Committee under this provision, the Chairperson of that Committee, or an officer acting at their behest, will inform the member or officer in writing, giving at least ten calendar days notice of the meeting at which he/she is required to attend, except in cases of urgent necessity, when at least 48 hours notice will be given. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (d) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the scrutiny committee shall, in consultation with the member or officer, arrange an alternative date for attendance, or may seek a written submission.
- (e) A Scrutiny Committee may invite anyone whom it believes can make a useful contribution to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders and members and officers in other parts of the public sector and can invite such people to attend.
- (f) Scrutiny Committees will programme their agendas as effectively as possible and will in particular give any witness called to appear before them a time by which they can expect their contribution to be completed. At the expiry of that time period, the witness can leave unless he/she agrees to remain longer.

12 **Call-in Procedure**

- (a) When an Executive Decision is made by the Cabinet, a Committee of the Cabinet, the Leader, a Cabinet Member, the Chief Executive, a Corporate Director or a Director exercising a Corporate Director or a Director delegation, the decision shall be published on the Council's Intranet Site,

and shall be available at the main offices of the Council, normally within two working days of being made. Members of those Committees who request it (in respect of decisions falling within their Committee's terms of reference) and Chairpersons of all Scrutiny Committees will also be sent copies of the records of all such decisions within the same timescale by the proper officer.

- (b) The notice will bear the date on which it is published and will specify that the decision will be implemented on the expiry of seven clear working days after the publication of the decision ("the call-in period"), unless the decision is called in as set out below.
- (c) Any non Cabinet member of the Council (or a co-opted member of the Children and Young People Scrutiny Committee, in the case of a decision relating to an education matter) may call-in a decision of which notice has been given as set out above, by giving notice in writing to the Operational Manager of Scrutiny Services within the call-in period. The Operational Manager of Scrutiny Services shall then notify the Cabinet Office of the call-in. He/she shall call a meeting of the relevant committee on such date as he/she may determine, where possible after consultation with the Chairperson of the Committee, and in any case within five clear working days of the decision to call-in ("the scrutiny period"). At its meeting, the Scrutiny Committee may consider the called-in decision itself or decide to refer the issue to the Council for scrutiny, if the matter is of general significance and importance to the Council as a whole. A Council meeting to consider this issue must take place within ten clear working days of this referral ("the Council scrutiny period") unless otherwise agreed between the Leader and the Chairperson of the relevant Scrutiny Committee.
- (d) Having considered the decision, the Scrutiny Committee or the Council (if the decision has been referred to Council) may refer it back to the Cabinet or the decision maker for reconsideration, setting out in writing the nature of its concerns. The Cabinet or decision maker shall then reconsider the matter before adopting a final decision, arranging for the decision to be changed to reflect points made by the Scrutiny Committee, or formally deferring the matter for further consideration. The relevant Scrutiny Committee or Council as appropriate will be advised of the outcome at its next meeting.
- (e) If following a call-in, the matter is not referred back to the Cabinet or decision maker, the decision shall take effect on the date of the relevant Scrutiny Committee or Council meeting which considers the issue, or the expiry of the scrutiny period or the Council scrutiny period as appropriate, whichever is the later.
- (f) The role of Scrutiny Committees calling in a decision is:
 - (i) To test the merits of the decision
 - (ii) To consider the process by which the decision has been formulated.

- (iii) To make recommendations (to support the decision, change aspects of the decision, or to invite the decision making body to reconsider).
 - (iv) To suggest further steps before a decision is made (but not to try to carry out those steps in place of the decision making body).
 - (v) To come to a view in a relatively short time scale, so as not to compromise the speed and efficiency of the decision-making process.
- (g) In calling in a decision it is not sufficient for the Member requesting the call in to state that they wish to test the merits of the decision. A member requesting a call in shall specify precisely which aspects of the decision they wish to question or challenge.
- (h) The Operational Manager of Scrutiny Services may, in consultation with the Monitoring Officer, rule that a call in is not valid if:
- (i) The call in request has not been made within the seven working days allowed for call in;
 - (ii) It is not clear which Executive Decision is being called in;
 - (iii) The decision is exempt from call in on account of urgency provisions;
 - (iv) The call in request provides too little information to enable Committee members or the decision taker to adequately prepare for the call in meeting:-
 - ~~(v)~~ ~~(v)~~ The decision being called in, or broadly the same decision, has been called in during the last six months; or
 - ~~(v)~~ (vi) The matter has already been scrutinised by the relevant Scrutiny Committee and there is no significant new or additional information which has not been previously considered by that Committee.

13 Exceptions: Call-in and Urgency

- (a) The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if either the Head of Paid Service, the Monitoring Officer or the S151 Officer certifies that any delay likely to be caused by the call-in process could seriously prejudice the Council, or the public interest, and the Chair of the relevant scrutiny committee or, in his/her absence, the Chair of the Council, or in both their absences, the Vice-Chair of the Council, agrees that the matter is urgent. The record of the decision and notice by which it is made public shall state whether the decision is an urgent one, and therefore not be subject to call-in. Decisions taken as a matter of urgency must be reported for information to the next available meeting of the Council, together with the reasons for urgency.

- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

14 Procedure at Scrutiny Committee meetings

- (a) Scrutiny Committees shall consider the following business:
 - (i) minutes of the last meeting;
 - (ii) declarations of interest (to be made at the commencement of the agenda item in question);
 - (iii) consideration of any matter referred to the Committee for a decision in relation to call in of a decision;
 - (iv) responses of the Cabinet to reports of the Scrutiny Committee; and
 - (v) the business otherwise set out on the agenda for the meeting.
- (b) Where the Scrutiny Committee conducts investigations, the Committee may also invite people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:
 - (i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of those invited to give evidence, and to contribute and speak;
 - (ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
 - (iv) that members of the council acting in their constituency representative role be permitted to attend and give evidence in connection with ward specific matters provided they have first given notice to the Chair of the Scrutiny Committee.
- (c) Following any investigation or review, the Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate, and shall make its report and findings public, except that reports containing confidential or exempt information need not be made public to the extent that such information would be disclosed.

15 Matters within the remit of more than one Scrutiny Committee

Where a Scrutiny Committee proposes to conduct a review, or scrutinise a matter, which also falls (whether in whole or in part) within the remit of another Scrutiny Committee, then the arrangements for the future scrutiny of this matter

will be agreed by the relevant Scrutiny Chairpersons. This agreement will be reported to the next meeting of the appropriate Scrutiny Committees.

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



COUNCIL:

25 JANUARY 2018

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES

APPOINTMENT OF INDEPENDENT MEMBER OF STANDARDS AND ETHICS COMMITTEE

Reason for this Report

1. To seek approval for the appointment of an Independent Member of the Standards & Ethics Committee.

Background

2. The Constitution provides that the Standards & Ethics Committee shall have five independent members, three county councillors and one community councillor – Constitution Article 9.2(a).
3. At its October meeting, Council approved the appointment of Community Councillor Stuart Thomas to fill the vacancy for a Community Council member on the Standards and Ethics Committee, following the expiry of the previous incumbent's term of office.
4. One of the five Independent Members of the Standards and Ethics Committee, Hollie Edwards-Davies, has indicated her intention to resign from the Committee due to personal and work commitments.
5. The Standards and Ethics Committee considered a report on this matter at its meeting on 4th September 2017 and approved a public appointments process for filling the vacancy.

Issues

6. The Council needs to make an appointment to fill the vacancy for an Independent Member of the Standards and Ethics Committee arising from the resignation of Hollie Edwards-Davies.
7. The appointment of members of the Standards and Ethics Committee is governed by the Standards Committees (Wales) Regulations 2001 (as amended) ("the Regulations") and the Council's Constitution.
8. The Regulations require the Council to carry out a public recruitment exercise as specified in the Regulations and to establish an appointments panel (comprised of up to five panel members, and including one lay panel member and one community councillor) to assess applications against the

published criteria for the post, and to make a recommendation on appointment to full Council.

9. The decision on appointment must be made by full Council, having regard to the recommendation of the Appointments Panel.
10. The vacancy was advertised in the South Wales Echo and the Western Mail in September 2017. A number of expressions of interest were received, but only 2 applications were submitted.
11. An Appointments Panel was established, comprised of Jackie Griffiths, lay panel member; two Independent members of the Standards and Ethics Committee (Richard Tebboth and Hollie Edwards-Davies); Councillor Stephen Cunnah and Community Councillor Stuart Thomas.
12. The Panel, supported and advised by the Monitoring Officer, interviewed both candidates on 20th November 2017. Having regard to the criteria set out in the person specification for the role, the Panel recommended the appointment of Mrs Thora Lewis, subject to receipt of satisfactory references, which have now been received.
13. The Regulations provide that the independent members' terms of office must be set at between four and six years.

Legal Implications

14. The legal implications are contained within the body of the report.

Financial Implications

15. There are no financial implications arising from this report

RECOMMENDATIONS

The Council is recommended to approve the appointment of Mrs Thora Lewis as Independent Member of the Standards and Ethics Committee, for a term of 4 years.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

18 January 2018

Background papers

Standards & Ethics Committee report 'Committee Vacancies – Community Council Member & One Independent Member', 4th September 2017

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL:

25 January 2018

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1. To appoint Local Authority School Governors.

Background

2. Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.
3. The Local Authority Governors Panel to oversee this process was constituted at the Annual Council in May 2015 and held its first termly meeting in September 2015.

Issues

4. The Local Authority Governors Panel met on 15 January 2018 to consider new applications to current and future vacancies up to 31 March 2018. The recommendations of the Panel are contained in Appendix 1 to this report.

Reasons for Recommendations

5. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

Legal Implications

6. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

7. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of local authority governors to Governing Bodies, as recommended in this report, requires the approval of full Council.

Financial Implications

8. There are no financial implications arising from this report.

Recommendation

9. That Council consider the recommendations of the Local Authority Governor Panel of 15 January 2018 and approve the appointments of Local Authority Governors to the School Governing Bodies as set out in Appendix 1.

Davina Fiore
Director Governance & Legal Services
18 January 2018

The following Appendix is attached:

Appendix 1 List of Local Authority School Governor vacancies and recommendations for appointment by the Local Authority Governor Panel for the period 1 January 2018 to 31 March 2018

The following Background Documents have been taken into account: N/A

**LA Governor Vacancies - Recommendations from LA Governor Panel
1 January 2018 – 31 March 2018**

Appendix 1

- i. All appointments in the list are recommended by the LA Governor Appointments Panel and will have satisfied the required application process.
- ii. All terms of office unless otherwise stated are for 4 years.

Existing LA Governor Vacancies

School	Ward	Start of Vacancy	Applications received
Bryn Deri Primary School	Radyr & Morganstown	03/10/2017	Neil Desmond
Cantonian High School	Fairwater	21/11/2017	
Coryton Primary School	Whitchurch & Tongwynlais	04/05/2017	
Creigiau Primary School	Creigiau & St Fagans	08/10/2016	
Danescourt Primary School	Llandaff	25/07/2017	
Eastern High School	Trowbridge	12/10/2017	
Grangetown Nursery School	Grangetown	02/09/2016	
Lansdowne Primary School	Canton	18/09/2017	
Llysfaen Primary School	Lisvane	07/12/2107	
Marlborough Primary School	Penylan	23/06/2017	Trevor Saadi
Meadowlane Primary School	Trowbridge	01/09/2016	
Pen-Y-Bryn Primary School	Llanrumney	28/09/2017	
Peter Lea Primary School	Fairwater	09/12/2017	Philip Bond
Radyr Primary School – 2 x vacancies	Radyr & Morganstown	07/08/2017 26/11/2017	Charlotte Robins
Rhiwbeina Primary School	Rhiwbina	23/05/2017	
St Albans R.C Primary School	Splott	20/09/2017	
St Patrick's RC Primary School	Grangetown	16/09/2016	
Trelai Primary School	Caerau	08/09/2017	
Trowbridge Primary School	Trowbridge	09/03/2017	
Ysgol Gymraeg Bro Eirwg – 2 x vacancies	Llanrumney	01/02/2017	

		19/11/2017	
Ysgol Glan Morfa	Splott	19/12/2017	Owain Gwyndaf Jones
Ysgol Gymraeg Melin Gruffydd - 4 x vacancies	Whitchurch & Tongwynlais	04/10/2016 19/02/2017 18/05/2017 26/11/2017	
Ysgol Gymraeg Treganna	Canton	24/10/2017	
Ysgol Pencae	Llandaff	01/09/2016	Blodwen Lewis

Future LA Governor Vacancies – 1st January 2018 – 31 March 2018

School	Ward	Start of Vacancy	Re-appointment Requested	Applications Received
Adamsdown Primary School	Adamsdown	25/03/2018	Cllr Nigel Howells	
Bryn Celyn Primary School	Pentwyn	27/03/2018	Marion Ludgate	
Bryn Deri Primary School	Radyr & Morganstown	27/03/2018		Matthew Jones
Bryn Hafod Primary School	Llanrumney	31/01/2018		
Greenway Primary School	Rumney	21/02/2018	Caroline Derbyshire	
Radnor Primary School	Canton	27/03/2018	Cllr Elsmore	
St Peter's RC Primary School	Plasnewydd	21/02/2018	Cllr Mary McGarry	
St Teilo's CW High School	Pentwyn	27/03/2018	Phillip Smith	
The Court	Llanishen	27/03/2018	Garry Hunt	
Willowbrook Primary School – 2 x vacancies	Trowbridge	30/01/2018 19/02/2018		
Ysgol Y Berllan Deg	Pentwyn	27/03/2018		

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL

25 JANUARY 2018

REPORT OF DIRECTOR GOVERNANCE AND LEGAL SERVICES

COMMITTEE MEMBERSHIP

Reason for this Report.

1. To receive and make appointments to fill current vacancies on Committees in accordance with the approved allocation of seats and in accordance with party group wishes.

Background

2. The Council at its Annual Meeting on 25 May 2017 established its committees and allocated seats to party groups in accordance with the relevant provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.
3. The legislation requires the Council to allocate committee seats to political groups in proportion, as far as is reasonably practicable, to the size of those groups on the Council. Once the Council has determined the allocation of seats, it is obliged to make appointments so as to give effect to the wishes of the political group to which the seat has been allocated.
4. Appointments to Committees have been made in accordance with the agreed allocations and the wishes of the political groups.

Issues

5. The following Committees currently have vacancie:

Committee	Vacancy	Nomination/s received
Constitution Committee	1 vacancy	Councillor Lister
Democratic Services Committee	1 vacancy	Councillor Lister
Employment Conditions Committee	1 vacancy	
Licensing Committee	1 vacancy	

Committee	Vacancy	Nomination/s received
Local Authority Governor Panel	1 vacancy	
Children & Young People Scrutiny	1 vacancy (temporary)	
Community & Adult Services Scrutiny	1 vacancy	
Economy & Culture Scrutiny	1 vacancy	
Policy Review & Performance	** 2 vacancies (1 temporary)	Councillor Owen Jones
Glamorgan Archives Joint Committee	1 vacancy	

6. The vacancies have been discussed with all Party Group Whips at their regular monthly meetings.
7. Nominations received to the vacancies will be reported to Council on the amendment sheet.

Financial Implications

8. There are there are no additional financial implications arising from this report that have not been included within the Council's budget for 2017/18.

Legal Implications

9. The legal implications are set out in the body of this report.

RECOMMENDATION

The Council makes appointments to fill the vacancies on Committees in accordance with the approved allocations and the nominations of the Party Groups, as set out on the Amendment Sheet.

DAVINA FIORE

Director Governance and Legal Services and Monitoring Officer
19 January 2018

Background Papers

Annual Council 25 May 2017 – Item 11 Establishment of Standing Committees
Annual Council 25 May 2017 – Item 13 Allocation of Seats and Nominations of Members to Committee

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

20 JULY 2017

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Reasons for the Report

1. To receive and agree the appointment of Council representatives to Outside Bodies vacancies under the Local Choice functions.

Background

2. The Constitution provides that the Council will, from time to time, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.

Issues

3. The Council is asked to consider nominations received from party groups to vacancies on Outside Bodies as set out in Appendix A of the report and listed on the amendment sheet.

Legal Implications

4. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function shall rest with Full Council unless delegated by the Council.

Financial Implications

5. There are no financial implications arising as a direct consequence of this report.

RECOMMENDATION

The Council is recommended to receive nominations from party groups and approve appointments to those outside bodies as listed in Appendix A.

DAVINA FIORE

Director of Governance & Legal Services

19 January 2018

Appointments of Members to Serve on Outside Bodies

Name of Organisation	Council Representation	Nomination
Cardiff & Vale of Glamorgan Community Health Council	3 Representatives nominated by the Council (these do not have to be Elected Members)	1 vacancy * <i>Cllr Iona Gordon</i> * <i>Cllr Lyn Hudson</i>
South Wales Merchant Navy Welfare Board	2 Members	1 vacancy * <i>Cllr Chris Weaver</i>

**Appointments made at Full Council 25 May & 29 June 2017*

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

25 JANUARY 2018

**REPORT OF THE DIRECTOR GOVERNANCE & LEGAL
SERVICES**

**URGENT DECISIONS TAKEN – INSTRUMENT OF GOVERNMENT – THE
WESTERN LEARNING CAMPUS**

Reason for this Report

1. In accordance with the Director of Education's delegation under DEd1 in Section 4F and Council Constitution - Scrutiny Procedure Rule 13(a), this urgent decision certified by the Director of Education in relation to the making of an Instrument of Government under The Federation of Maintained Schools (Wales) Regulations 2014 for the Western Learning Campus is reported to Council for information.

Background and Issues

2. Section 20 of the Education Act 2002 states that for every maintained school there must be an instrument known as the instrument of government which determines the constitution of the governing body and other matters relating to the school.
3. Section 44 of The Federation of Maintained Schools (Wales) Regulations 2014 states that the governing bodies which are to form the federation must jointly prepare a draft instrument of government and submit it to the Local Authority. If the Local Authority is content that the draft complies with all the applicable provisions, the instrument of government is to be made by the Local Authority in the form of the draft.
4. A federation is a formal and legal agreement by which the schools involved work together in a formal partnership. There is a single Governing Body which has strategic oversight in all schools within the federation.
5. In November 2016, the Governing Bodies of Riverbank School, Ty Gwyn School and Woodlands High School began exploring federation and the process for establishing federations. Following this, a decision was made by the three individual governing bodies to consult on federation.
6. The three governing bodies developed consultation proposals to establish the Western Learning Campus and these were published on 8 May 2017. The proposals were circulated to a wide range of stakeholders and a

number of stakeholder consultation events were held. The closing date for responses to the consultation proposals was 16 June 2017. The proposal provided details of the vision for the federation and the benefits for the children and young people in the three schools. It also provided details of the benefits for all other stakeholders.

7. On 27 June 2017, the three governing bodies met jointly to consider the responses to the proposals and then individually agreed to proceed to federation and to establish the Western Learning Campus. In September 2016, a joint committee consisting of members of the three governing bodies was established to oversee development of the federation. The three governing bodies prepared a draft instrument of government for the new federated governing body of the Western Learning Campus.
8. The Local Authority is required to ensure that a federation of schools has an instrument of government in place on the federation date, which must be at least 125 days from the date proposals for federation are published. The three governing bodies have agreed that the federation date will be on 8 January 2018 and the draft instrument of government should be made immediately. Any delay in implementation of the decision could seriously prejudice the Council and/or the public. It is therefore recommended that the decision be taken on an urgent basis.

Legal Implications

9. There are no direct legal implications arising from this report. Legal implications were considered and included as part of the Officer Decision process.

Financial Implications

10. There are no direct financial implications arising from this report.

RECOMMENDATION

That Council receives the report for information.

Davina Fiore
DIRECTOR GOVERNANCE & LEGAL SERVICES
19 January 2018

The following Background Papers have been taken into account

Instrument of Government – Western Learning Campus